Visual Liturgy Live

for Common Worship

User Guide

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Introduction

What is *Visual Liturgy Live?*

Visual Liturgy Live is the latest version of Church House Publishing's worship and service planning software tool. It has been developed to expand on the success of earlier versions by improving existing features and by providing some new useful facilities.

In particular, *Visual Liturgy Live* now provides:

- improved usability through an updated intuitive user interface
- improved production means for new services and selection of content items
- a means to plan readings for sermon series'
- the ability to shortlist content items for future reference
- a means of producing reports from the lectionary that can then be used to pre-set readings in future services
- a facility to download updates via an online subscription service.

Visual Liturgy Live has been designed to allow you to 'design' entire or partial services using the liturgy from *Common Worship*. It is intended to be used by clergy, PCCs, church workers, congregations, and any other person or group that may wish to plan services or publish information, such as handouts. For instance, a rural priest with several parishes may wish to keep a record of who is reading at each of his churches, a choir leader organizing a Harvest Supper sing-song may wish to print out the lyrics of certain hymns so that those present can join in, or a church secretary in a large urban parish can design handouts each Sunday complete with the readings and the hymns. *Visual Liturgy Live* allows you to choose which of its many options suits your needs and circumstances, whether on a regular basis or only on special occasions.

You may use *Visual Liturgy Live* with one of several goals in mind:

- to find the proper collect, readings and seasonal liturgy for a particular day
- to choose hymns and songs
- to create service sheets
- to create local booklets
- to allocate people to roles
- to explore services and ideas
- to create OHP transparencies.

What's new in *Visual Liturgy Live*?

Visual Liturgy Live includes many new features to make it easier to use than earlier versions and to enhance its functionality. These include:

- A facility to download updates via an online subscription service
- The *Welcome* screen has been revised to make better use of your screen space and provide you with the latest news from vislit.com
- The *Service overview* now includes a preview facility so you can see your service developing as you plan. You can also access helpful notes and commentary material much more easily than before.
- The *Toolbar* has been updated to make it clearer and easier to use
- The *Browser* now has a shortlist facility that can be printed or exported to create, for example, a list of suitable hymns or songs to take to a planning meeting.
- The *Lectionary planner* has been significantly revised. Plans that are created now feed through into your services so that you don't have to remember what you previously decided.
- A new *Reading plan* facility allows you to further customize your Lectionary plan by creating sermon series'
- To handle *Common Worship: Daily Prayer* and seasonal material, new *Smart templates* can be used to define a template that might behave differently on particular Sundays (e.g. Family Service this week, Morning Prayer next week) or at particular times of year (e.g. only to be used during Easter).

In addition, *Visual Liturgy Live*'s content has also been revised so that this latest version now includes:

- The definitive edition of *Common Worship: Daily Prayer* that was published in book form in 2005 makes its debut now in *Visual Liturgy Live*.
- The definitive edition of *Common Worship: Christian Initiation* that was published in early 2006. As well as the previously available Baptism, Confirmation and Thanksgiving for the Gift of a Child, the new edition also includes a variety of liturgies entitled 'Rites on the Way'.
- *Common Worship: Times and Seasons* will be one of the first volumes to make use of the new online subscription services. Advent and Christmas material are available when you install *Visual Liturgy Live* while the other material will be phased in via *Online update* during the course of the first year.

- *Common Worship: Ordination Services* are not yet available in book form but they are now available in *Visual Liturgy Live*, mirroring the provision on the *Common Worship* website.

How this guide is organized

This guide is divided into ten parts that aim to guide you in using *Visual Liturgy Live* so that you can use it efficiently. Throughout the guide the abbreviation VL is used to mean *Visual Liturgy Live*. Part 1 describes the fundamentals that will allow you to make use of VL's basic features from the very first time you run it. Parts 2 to 9 provide a more in-depth description of VL that will allow you to access other useful features.

Part 1 – VL basics

Comprising Chapters 1 to 4, this section explains how VL is designed to be used.

- Chapter 1 explains how VL works so that you will be in a better position to use it efficiently and even customize it.
- Chapter 2 explains the various parts of the screens that you will see when you use VL.
- Chapter 3 tells you where to get help should you get into difficulties.
- Chapter 4 explains how to run VL in its simplest and most basic way so that you can produce your very first service sheet without accessing VL's more complicated features. For many users this will be the place to start learning about VL, in fact by default VL starts in a *Beginner mode* that only uses the basic options. For users familiar with earlier versions of *Visual Liturgy Live* or users who have special requirements, Parts 2 to 9 explain some of the more advanced features of VL.

Part 2 – Creating and opening services

- Chapter 5 describes how to use VL's templates to create a new service from a shortlist of 'frequently used' services. It explains the options available to you such as setting the date or special events.
- Chapter 6 describes how you can use a service that you have already planned. This may be one that you have been working on or one that you wish to use as a basis for alteration. This section also introduces you to one way of opening the *Services planner.*

Part 3 – The Service designer

Comprising Chapters 7 to 12, this section describes the *Service designer* and how you can use it to view and alter your services. It explains how you can choose items for a new service based either on VL's templates or for an existing service that you have saved. You can also see the text of your service in the *Service designer* and decide which items you wish to include or how you want the service material to be presented.

- Chapter 7 describes the *Service overview* which gives you a view of your service that allows you to edit it in a quick and easy way. This chapter also explains how you can navigate a number of services that you may be working with.
- Chapter 8 describes the pre-defined views that VL gives you of your service layout and content. You can customize these views and make changes to your service. This chapter also introduces you to VL's Overhead projector (OHP) capability.
- Chapters 9 and 10 explain how you can make changes to your service in the *Service overview* and in the *Service list*, respectively.
- Chapter 11 tells you how to save a service that you have planned so that none of your hard work is lost.
- Chapter 12 tells you how to print your services using the pre-defined print templates.

Part 4 – The Services planner

The *Services planner* allows you to view as a table all the details about the services you have planned and saved.

- Chapter 13 explains how to use the *Services planner* to view and edit your services.

Part 5 – The Calendar

The *Calendar* allows you to display and record calendar events and diary items to help you with your planning. Your saved services will be displayed on the *Calendar.*

- Chapter 14 describes how to find your way around the *Calendar* and what the different entries mean.

Part 6 – The Lectionary planner

The *Lectionary planner* allows you to search VL's lectionary database for lectionary details associated with a day or series of days and pre-set readings for future services.

- Chapter 15 explains how to use the *Lectionary planner.*

Part 7 – Searching

VL includes two powerful search tools: the *Browser* and the *Tune manager*. The *Browser* allows you to find alternative items to include in your service. You may like to use it to find hymns and songs or to choose an alternative text for a particular part of a service. The *Tune manager* allows you to search, select and manage tunes.

- Chapter 16 tells you how to use the *Browser*.
- Chapter 17 explains the *Tune manager*.

Part 8 – Customizing

You don't have to use VL exactly as it comes out of the box. In fact to use it fully you will have to enter some information about your church such as the names of people and locations. This part of the manual explains how to enter these details and also tells you about other changes you can make that will affect the way VL looks and works. It also describes a special feature called the *Beginner mode* that lets you run the software with some features made permanently visible so that you can learn about them more easily.

- Chapter 18 explains how to enter custom details using *About my church*.
- Chapter 19 explains how to customize VL by setting preferences.

Part 9 – Other features

VL provides three other features in addition to those described in the preceding parts of this guide. These are described in the following chapters.

- Chapter 20 describes the *Text details* dialog box which allows you to alter the text or the appearance of items in VL.
- Chapter 21 tells you how to take full advantage of VL's Internet features. As a subscriber, you can download updates (for instance, material for topical one-off services or enhancements) as they become available.
- Chapter 22 explains how to run the *Visual Liturgy Live Agent* which allows you to view commonly used information for a chosen day and calendar event without the need to run the full application.

Tips and warnings

Throughout this guide you will find tips and warnings that will help you to get the most from VL.

Tips are marked in the margin as shown. They are designed to help you get the most from a VL feature.

Warnings are marked in the margin as shown. They are designed to bring to your attention actions that may have severe consequences.

Assumptions

Throughout this manual, I have assumed that you have some basic computer skills and that you are familiar with basic Windows® techniques. If you are uncertain of any terms or techniques click *Start* on your computer taskbar, and click *Help*. Look at the information displayed under the *Contents* tab of the *Help* window.

Conventions

- When I tell you to *click* an item, I mean that I want you to point the screen cursor at that item and click the left mouse button once.
- When I tell you to *double click* an item, I mean that I want you to point the screen cursor at that item and click the left mouse button twice quickly.
- When I tell you to *rest* the mouse cursor over an item, I mean I want you to hold the cursor still over that item without clicking any mouse buttons.
- I will specifically say when I want you to click an item with the right mouse button.
- When I tell you to *highlight* an item, I mean that I want you to click that item. The item background colour will change to indicate that the item has been selected and you can perform a subsequent action on it.
- When I tell you to *drag and drop* an item, I mean that I want you to highlight it by clicking it, move the mouse, keeping the mouse button held down, to drag the selected item to the location where you want to place it and then release the mouse button. The item you selected will be dropped into the new location.
- A *check box* is used to toggle between selecting and unselecting an option. I will ask you to click a check box when I want you to select or unselect an option. A tick in the check box indicates that the option is selected. The check box will be empty when the item is unselected.

- A *radio button* is similar to a check box except that it is used where choosing an option is more than simply selecting or unselecting one option. There will always be at least two radio buttons indicating your options. You cannot select two or more radio buttons, selecting a new option will unselect the previously selected option. I will ask you to click a radio button when I want you to select or unselect an option. A dot in the radio button indicates the option is selected. A radio button will be clear when an item is unselected.

Part 1 VL basics

Chapter 1 Getting started

System requirements

This is the minimum specification for *Visual Liturgy Live*.

Processor:	Pentium II 400 MHz or better
Operating system:	Microsoft® Windows® 2000/XP/Vista
Memory:	128 Mb or better
Hard disk space:	100 Mb
Display:	SVGA 800 x 600 resolution
Modem:	56 kbps required for Internet access

You will also need a CD-ROM drive for the installation.

Installing VL

1. Insert the *Visual Liturgy Live* CD into your CD-ROM drive.
2. If the installation program does not run automatically, click *Start* on your computer taskbar and click *Run*. Type *setup* in the *Open*: text box, remembering to include the preceding drive letter for your CD-ROM drive (for example, D:\setup). Alternatively, browse for the *setup.exe* file by clicking on the *Browse* button.
3. Follow the on-screen instructions.
4. Please note that various system updates may need to be run as a precursor to installing VL. These system updates will upgrade some of your Windows® components, including Microsoft® Internet Explorer.
5. If the system needs to restart while installing the system updates and the setup doesn't continue automatically, please restart the setup manually by referring to the instructions in 2.

Starting VL

Once you have installed VL, start the application using your preferred method, for example,

- Click on the VL icon on your desktop

or

- Click *Start* on your computer taskbar and select *All Programs/Visual Liturgy Live*

You will be presented with the *splash* screen and a timing bar (Figure 1.1).

Figure 1.1 The *splash* screen

The first time you run VL you will be asked to register your copy. Registration is an important part of the online subscription service process and must be completed if you want to take advantage of VL's Internet features (see Part 9 Chapter 21: *Updating VL and the Web*). Fill in your details and click the *Register Now* button to complete this step. You can choose to register later by clicking *Close*. Alternatively, if you prefer, you can register offline by printing the registration form and sending it to the address listed on the form.

Then, if this is the first time you have run the program, you will see the VL *Welcome* screen (Figure 1.2). (The *Welcome* screen is displayed every time you run VL unless you choose another, see Part 8 Chapter 19: *Preferences*).

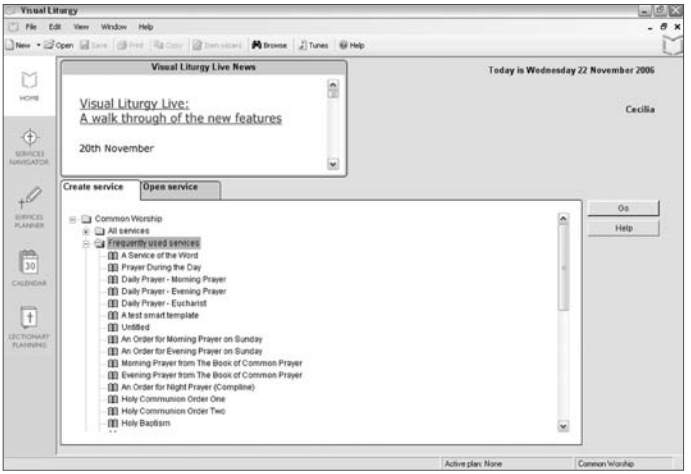

Figure 1.2 The *Welcome* screen

The *Welcome* screen, together with the *Option bar*, *Menu bar* and *Toolbar*, allow you to access all the features of VL. These features are discussed in the following sections:

- Part 2: Creating and opening services
- Part 3: The *Service designer*
- Part 4: The *Services planner*
- Part 5: The *Calendar*
- Part 6: The *Lectionary planner*
- Part 7: Searching
- Part 8: Customizing
- Part 9: Other features

To return to the *Welcome* screen at any time during a VL session click the *Home* icon on the *Option bar* on the left-hand side of your screen.

If you are unfamiliar with the terms *Option bar*, *Menu bar* and *Toolbar* they are described in Chapter 2 of this part of the manual.

Closing VL

When you have finished a VL session close the application by clicking on the *Exit* command under *File* on the *Menu bar* or by clicking the *Close cross* on the *Title bar* in the usual Windows® fashion.

Chapter 2 VL screen layout

The VL window

VL has been designed so that it looks familiar to anybody used to Microsoft® Windows®. The screen is divided into six panes (Figure 1.3):

- The *Title bar*
- The *Menu bar*
- The *Toolbar*
- The *Option bar*
- The *Work area*
- The *Status bar*

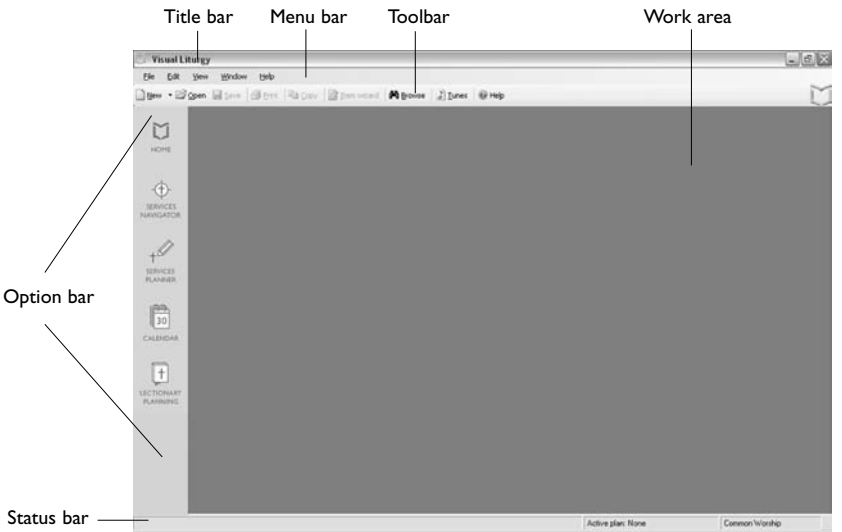

Figure 1.3 The six areas of the *Welcome* screen

The Title bar

The *Title bar* is located at the top of any VL screen. It identifies which part of the program you are in, for example, the *Welcome* screen, the *Services planner* or the *Calendar*. It will identify which service you are working with when you are in the *Service designer*.

If you prefer to use keyboard shortcuts to access the menu options these are shown with the command on the drop-down menus and are defined in the on-screen help.

The Menu bar

The *Menu bar* (Figure 1.4) lists the commands that will allow you to control VL. It is organized in groups in a similar way to other Windows® applications. To open a menu with the mouse, click the menu name. Choose a command by clicking it on the displayed menu list.

Figure 1.4 The *Menu bar*

The *Menu bar* is context sensitive. This means that when you are working in a particular area of VL, only the relevant list of menu items to that area is displayed.

The Toolbar

The *Toolbar* is a series of buttons that allows quick access to commonly used commands (Figure 1.5). For instance, the *Save*, *Copy* and *Print* commands, as well as others, can be selected by clicking the appropriate button on the *Toolbar*. Not all the *Toolbar* functions will be available to you in all areas of VL. If a function is unavailable the icon image will be shaded grey to show that you cannot use it.

Figure 1.5 The *Toolbar*

The *Toolbar* buttons are as follows:

The *New* button. This enables you to insert a new content item into the database, such as a new service or a new prayer. Clicking this button opens the *Create a new service* dialog box; clicking the downwards arrow on the button opens a sub-menu from which you can create other new items.

The *Open* button. Clicking this opens the *Open an existing service* dialog box where you can choose to view an existing service or open the *Services planner.*

The *Save* button. Clicking this saves the current service to the *Services planner* and *Calendar.* Part 3 Chapter 11 explains in detail about saving.

The *Print* button. Clicking this prints the current service. You will be asked to select print options.

The *Copy* button. Clicking this copies the currently selected text to the clipboard.

If you forget what a *Toolbar* button is for, simply rest the mouse cursor over the button to display a *Screen tip* telling you the button name.

The *Item wizard* button. Clicking this starts a wizard which edits the current item, for example, an item in a service. Its function is dependent on the VL area you are currently working in.

The *Browse* button. Clicking this opens the *Browse* dialog box allowing you to search the VL database. Its function is described fully in Part 7 Chapter 16: *The Browser.*

The *Tunes* button. Clicking this opens the *Tunes* search dialog box. Its function is described fully in Part 7 Chapter 17: *Managing tunes.*

The *Help* button. Clicking this opens the on-screen service help if a service is open, otherwise the VL help is displayed.

The Option bar

The *Option bar* (Figure 1.6) is located on the left-hand side of any VL screen. It allows quick access to the *Services planner,* the *Calendar* and the *Lectionary planner* areas by clicking the appropriate icon. Clicking the *Home* icon takes you quickly back to the *Welcome* screen, and the *Services navigator* icon allows you to switch between different services that you may have open. The *Option bar* can be hidden but will be displayed the first time you run VL. Part 8 Chapter 19: *Preferences* describes how you can show or hide the *Options bar*.

Figure 1.6 The *Option bar*

The name of each *Option bar* item is shown below each option icon.

Home. Clicking this displays the *Welcome* screen where you can create a new service or open a service that you have already saved (see Part 2: *Creating and opening services*).

Services navigator. Clicking this allows you to change quickly between different services that you may have open (see Part 3 Chapter 7: *The Service overview*).

Services planner. Clicking this displays the *Services planner* where you can view and edit details about forthcoming or past services (see Part 4).

Calendar. Clicking this displays the *Calendar* showing your services, notes and other church events (see Part 5).

Lectionary planner. Clicking this opens the *Lectionary planner* where you can plan readings and other lectionary data (see Part 6).

The Work area

This is where you will 'design' your services and where information will be displayed. What you see in the *Work area* will change depending on what you have selected.

The Status bar

The *Status bar* at the bottom of your VL screen displays information about the service you are viewing and the active *Lectionary plan*.

Using dialog boxes

Some commands or actions will require you to choose further options or enter information before they can be operated on. These are identified with an ellipsis (…) after the command name. In these cases you will be presented with a *dialog box*. An example of a dialog box is shown when you click *Edit* on the *Menu bar* and select the *About my church*… command. The *People* dialog box (Figure 1.7) allows you to add or edit the names of people you may wish to involve in a service. Enter the information asked for, or select the option you require.

If you prefer to use keyboard shortcuts to select actions within a dialog box, these are marked on the dialog box buttons.

The *People* dialog box automatically updates VL's database when you add a new name, but in some dialog boxes you will have to click an *OK* button to complete the command or click a *Cancel* button if you do not wish to proceed with your command or action.

Figure 1.7 An example of a dialog box

Chapter 3 Getting help

Although VL has been designed so that it is easy to use, sometimes you will find that you cannot work out, or you might have forgotten, how to perform a particular task. There are several ways for you to get help if this is the case.

- This manual
- The on-screen help pages
- Context sensitive help
- Service help
- Screen tips
- The VL web site

This manual

Don't ignore this manual! It is full of useful information that will help you get the most from VL. Read it and try out some of the advice that it gives. It has been structured so that you can go quickly to a section for help. The manual does not cover some of VL's more advanced features but you can use the on-screen help to find out more about them.

On-screen help

Click the *Visual Liturgy Live* command under *Help* on the *Menu bar* to access the on-screen help.

- The *Contents* tab shows a list of topics (Figure 1.8). Click the topic on which you require help to open a list of chapters that should help you get out of difficulties. Click the chapter name to display the help information.

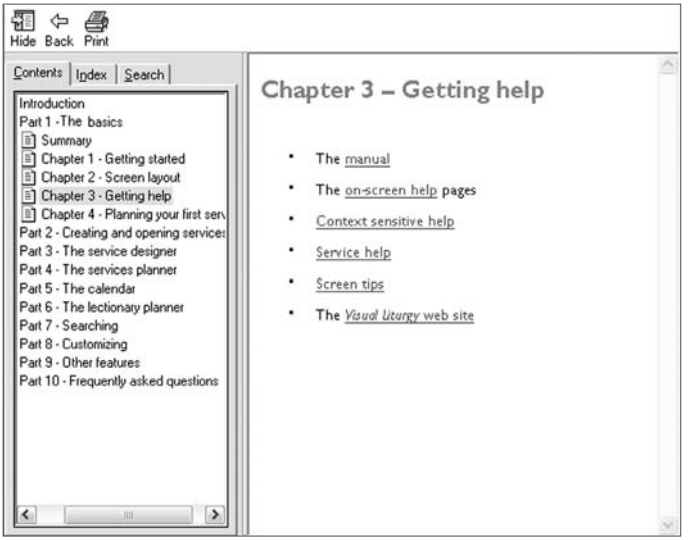

Figure 1.8 The on-screen help *Contents* tab

Double clicking an Index entry will also display the help information.

- The *Index* tab allows you to search for help information (Figure 1.9). Type the first few letters of the word you are looking for and click the *Index* entry you want followed by clicking the *Display* button to show the help information.

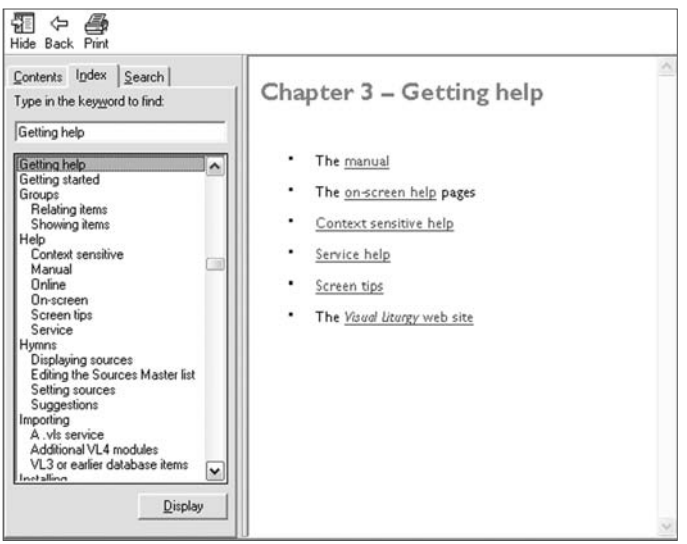

Figure 1.9 The on-screen help *Index* tab

Context sensitive help

When you forget how to use a dialog box or what a certain part of the *Work area* is for, you can get a brief description by clicking a *Help* button.

Service help

If you need help about a service or liturgy, you can get a description by clicking the *Help* icon on the *Toolbar,* so long as a service is open.

Screen tips

Screen tips allow you to see a short explanation of buttons and other screen features. Rest the cursor over an item to see the description.

The VL web site

You can get further help by visiting the VL web site at www.visualliturgylive.net. Clicking the *Visual Liturgy Live* icon in the top right-hand corner will take you there. The site gives up-to-date information about the application, including frequently asked questions, new material, product news and reviews, a discussion forum for users and downloadable files.

Chapter 4 Your first VL service

This section will guide you through creating your first service, without any frills. It assumes that you are running VL in the *Beginner mode*. The *Beginner mode* is the default on first running the software (*General preferences* in Part 8 Chapter 19 describes some of the features of the *Beginner mode*). The rest of this manual (Parts 2 to 9) goes into much more detail to help you get the most from the software.

1 Start VL and click on the *New* button on the *Toolbar*. This will open the *Create a new service* dialog box (Figure 1.10) which displays a list of service templates. You will be basing your new service on one of these templates.

You can find out more about templates and how to use them to create your services in Part 2: *Creating and opening services*.

Note that if VL has opened to the *Welcome* screen you won't need to click the *New* button as the *Create a new service* area of the screen will already be displayed.

Alternatively, instead of opening the *Service options* dialog box as described in step 2, you can simply double click the service you want.

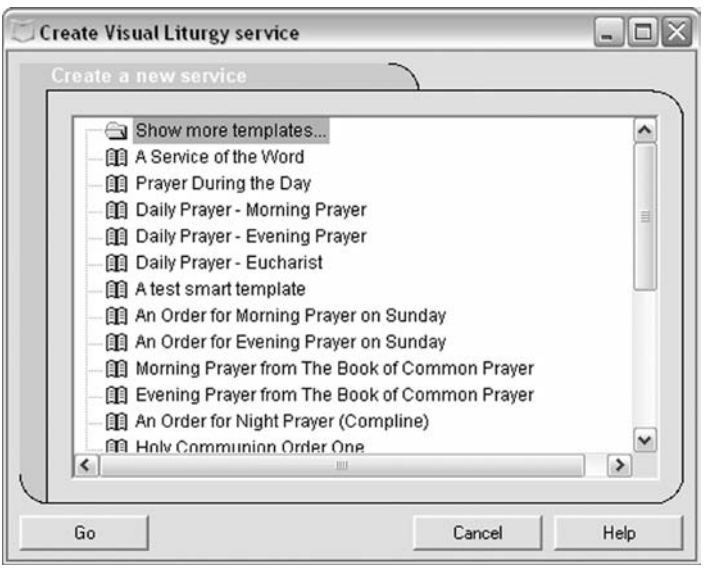
Create Visual Liturgy service
Create a new service
Show more templates...
A Service of the Word
Prayer During the Day
Daily Prayer - Morning Prayer
Daily Prayer - Evening Prayer
Daily Prayer - Eucharist
A test smart template
An Order for Morning Prayer on Sunday
An Order for Evening Prayer on Sunday
Morning Prayer from The Book of Common Prayer
Evening Prayer from The Book of Common Prayer
An Order for Night Prayer (Compline)
Holy Communion Order One
Go
Cancel
Help

Figure 1.10 The *Create a new service* dialog box

2 Highlight the service you require (for example, Holy Communion Order One) by clicking it and then click the *Go* button to open the *Service options* dialog box (Figure 1.11).

3 Make your selections from the options given.

Tick *This is a service for a particular event* if you are planning a particular service at a specific location on a known date. You will probably want to plan most of your services this way. The current date and calendar event are displayed. If you want to change the date click the date you require on the *Calendar*.

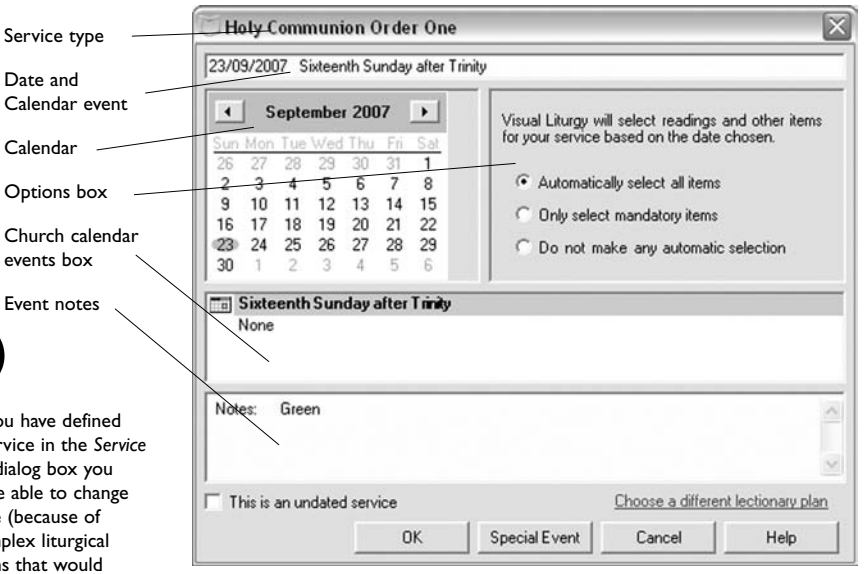
Service type
Date and Calendar event
Calendar
Options box
Church calendar events box
Event notes
Holy Communion Order One
23/09/2007 Sixteenth Sunday after Trinity
September 2007
Sun Mon Tue Wed Thu Fri Sat
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6
Visual Liturgy will select readings and other items for your service based on the date chosen.
Automatically select all items
Only select mandatory items
Do not make any automatic selection
Sixteenth Sunday after Trinity
None
Notes: Green
This is an undated service
Choose a different lectionary plan
OK
Special Event
Cancel
Help

Figure 1.11 The *Service options* dialog box

Caution

Once you have defined your service in the *Service options* dialog box you won't be able to change the date (because of the complex liturgical problems that would result). You need to choose the service date carefully at this point otherwise it will be necessary to start again by creating a new service from scratch.

Use the right and left arrows to move forwards and backwards through the months.

Select a *Church calendar event* if more than one is displayed in the *Church calendar events* box for the date you select.

Choose how you would like VL to select readings or other items by clicking the radio button next to the option in the *Options* box. The very first time you run VL, *Automatically select all items* is selected from the list of three options given. For the purpose of this *Quick start* example, leave this option selected.

TIP

Details of what the other two options do are given in Part 2: *Creating and opening services*.

Your active *Lectionary plan* should ensure that you have a choice between the normal *Church calendar event* and your customized version (if you have started a *Lectionary plan*). If you wish to switch to a different *Lectionary plan*, use the link provided to *Choose a different lectionary plan* (see part 6: *The Lectionary planner*).

The *Notes* box can be hidden if you do not want to see supplementary information about the Church Calendar event you have selected. You can find out more about how to hide the *Notes* in Part 8 Chapter 19: *Preferences*.

4 Click the *OK* button to open the *Service designer* (see Figure 1.12) which displays all the information that VL holds in its database for the service and date you have chosen. The tabs at the bottom of the *Service designer* allow you to view your service in different formats (the *Detail, Summary, Congregation* and *OHP views*) where you can customize the details that VL has chosen for you. The different views are described in Part 3: *The Service designer.*

Holy Communion Order One
23 September 2007
Sixteenth Sunday after Trinity
Structure
The people and the priest
greet each other in the Lord's name
confess their sins and are assured of God's forgiveness
keep silence and pray a Collect
proclaim and respond to the word of God
pray for the Church and the world
exchange the Peace

Figure 1.12 The *Service designer – Overview*

The *Choose readings ...* and *Choose texts ...* boxes will display the liturgical items for the date and type of service you have chosen. You can change these, but for the purpose of this *Quick start* example I will assume that the conent items shown are the ones you want to use for your new service. Part 3 Chapter 9 describes how you can select your own content items.

The *Choose hymns ...* and *Choose responsibilities ...* boxes will display information about your service that is not dependent on the date or service type and so the hymn titles and the names of the readers or helpers will not be shown. For the purpose of this *Quick start* example I will assume that these items can be left blank. Part 3 Chapter 9 describes how you can select hymns or allocate people to different responsibilities.

On the right-hand side of your screen, two tabs allow you to view either the *Notes* associated with this particular service or *Preview* the service.

As I indicated above, you can view your service in several different ways by clicking on the tabs along the bottom of the *Service designer*. For the purpose of this *Quick start* example I will briefly describe the *Detail view* of how the new service will look.

5 Click on the *Detail view* tab on the bottom of the *Service designer* (Figure 1.13) to show the *Detail view* (Figure 1.14).

Figure 1.13 The *Detail view* tab

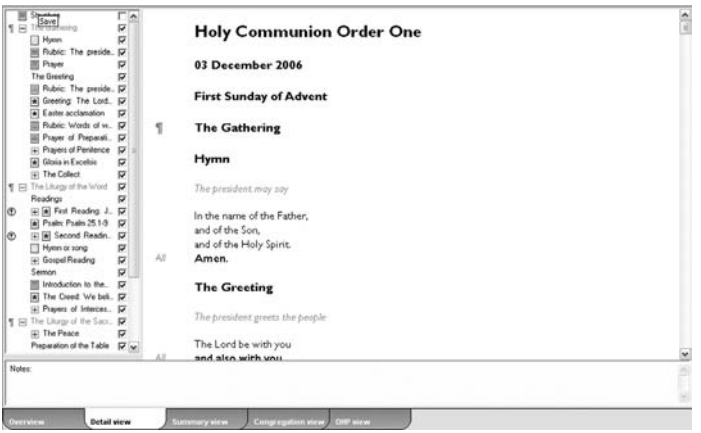

Figure 1.14 The *Service designer – Detail view*

- The *Detail view* shows the whole of your new service divided into service item headings (on the left-hand side) and as text (on the right-hand side). If you wish to customize your new service further you can do this here. Part 3 Chapter 10 describes in detail how to change items, but for the purpose of this *Quick start* example I will assume that you do not wish to change anything.
- You have now designed your own service for a particular date, albeit without customizing it, selecting hymns or allocating responsibilities to people. You need to save your service so that none of the details are lost when you close VL and that you won't have to start again from scratch when you next want to refer to your service. There are several different ways to save your service. For the purpose of this *Quick start* example I will assume that you would like to save your service in its simplest way so that you can open it later or print it out.

  When you save a service you will be asked to give it a location and time label. Since this is the first service you have designed you will have to enter some information so that you can use it in the save process. You do this using the *About my church…* dialog boxes (see Figure 1.15 and the on-screen help for more details about setting this information).

Figure 1.15 The *About my church* dialog box

Figure 1.16 The *Save Visual Liturgy service* dialog box

6 Click *About my church…* under Edit on the *Menu bar.* This opens the *About my church…* dialog box at the *People* folder. Click the *Locations* folder and then the *New* button. Type the service location in the *Location* text box and click the *OK* button to enter the information.

7 Click the *Service times* folder and then the *New* button. Click the down arrow on the right-hand side of the *Location*: list box. You will see the location information you entered in step 6. Click the location name. Enter a time for your service (for example 09:45 or 11 am) in the *Time*: text box. Click in the *Description*: text box. VL automatically gives your service a description made up from the location and time information you have just entered. You can change this if you wish by typing a new description. Click the *OK* button to enter the information. Close the *About my service* dialog box by clicking the *Close* button.

8 Click the *Save* button on the *Toolbar* to save your service in the database so that you can easily find it if you want to open it again. In the *Save Visual Liturgy Live service* dialog box (Figure 1.16), select the *as a Planned Service with date*: radio button. Click the down arrow on the right-hand side of the *Location and time*: list box and select the description of the service that you entered in step 7. Click the OK button to save your service. (The other *Save* options are described in Part 3 Chapter 11: *Saving your service.)*

You have now successfully created and saved a new service for a particular date based on one of VL's service templates and this may be all you ever want to do. However, as you have seen I have made several assumptions about what you require in order to keep this *Quick start* example as simple as possible. No doubt, you have already thought of things that you want to add or remove from your service, not least the names of hymns or readers. You might even want to change how the service finally looks when printed out. The following parts of this *User Guide* describe in more detail how you can customize and fully utilize VL's features.

Part 2 Creating and opening services

Chapter 5 Creating a new service

The very first time you run VL you will be presented with the *Welcome* screen as described in Part 1 Chapter 1: *Getting started*. VL runs in a *Beginner mode* when you first use it. The *Beginner mode* means that some features, that are otherwise hidden, are always displayed. This will help you to get used to seeing them and using them. VL will always run in the *Beginner mode* unless you switch it off as described in Part 8 Chapter 19: *Preferences*.

Figure 2.1 shows the *Welcome* screen.

Part 8 Chapter 19: *Preferences* describes how you can change which screen VL will start in. For example, you may prefer VL always to open in the *Services planner* or *Calendar*. Don't forget the *Home* icon on the *Options bar* will take you back to the *Welcome* screen.

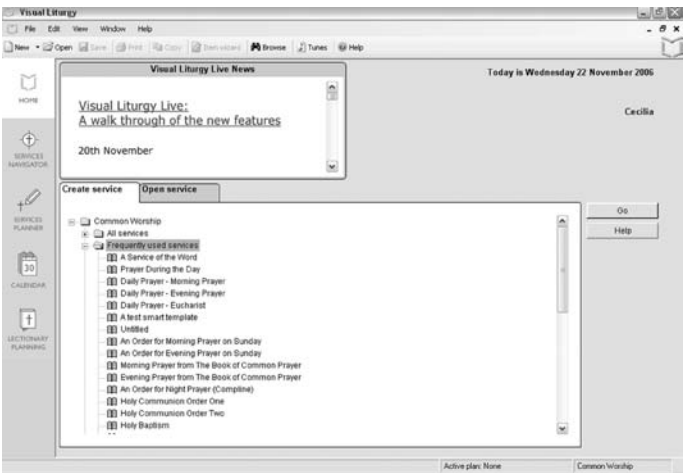

Figure 2.1 The *Welcome* screen

You can create a new service by working in the *Create service* tab of the *Welcome* screen. Alternatively, at any time you can click *New…* under File on the *Menu bar* or click the *New* button on the *Toolbar* to display the *Create a new service* dialog box (Figure 2.2) which is similar to the *Create service* portion of the *Welcome* screen.

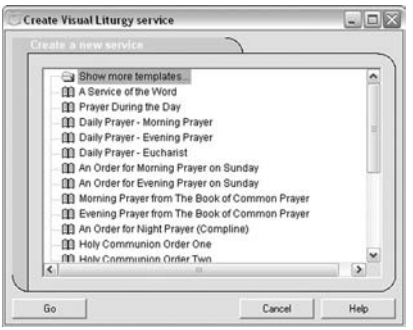
Create Visual Liturgy service
Create a new service
Show more templates...
A Service of the Word
Prayer During the Day
Daily Prayer - Morning Prayer
Daily Prayer - Evening Prayer
Daily Prayer - Eucharist
An Order for Morning Prayer on Sunday
An Order for Evening Prayer on Sunday
Morning Prayer from The Book of Common Prayer
Evening Prayer from The Book of Common Prayer
An Order for Night Prayer (Compline)
Holy Communion Order One
Holy Communion Order Two
Go
Cancel
Help

Figure 2.2 The *Create a new service* dialog box

The mouse cursor will change to a hand symbol over the stole symbol. Click on the stole to display the *Rules to Order the Christian Year* which will give more details about liturgical colours.

The *Welcome* screen shows (at the top right) the current date. If it is a special date in the Church calendar then details of the day are also shown. The stole symbol displays the correct liturgical colour.

To create a new service you will be working solely from the *Create service* portion of the screen (Figure 2.3) which displays a list of service templates.

If you are using more than one lectionary then the service templates will be prefixed with an identifier, for example, CW denotes the *Common Worship* lectionary.

Holy Communion Order One
29/09/2007 Michael and All Angels
September 2007
Visual Liturgy will select readings and other items for your service based on the date chosen.
Automatically select all items
Only select mandatory items
Do not make any automatic selection
Michael and All Angels
None
Notes: 29 September
Festival
White
Not usually displaced. If falling on a Sunday, may be kept on that Sunday or
This is an undated service
Choose a different lectionary plan
OK
Special Event
Cancel
Help

Figure 2.3 The *Create service* tab

The *Create service* tab organizes your service templates into folders. The one you will probably use the most is the 'Frequently used services' folder. VL, by default, has selected a few templates from its database to populate this folder but you can edit this list for yourself by dragging and dropping. The main tab is not editable but if you click *New* in the toolbar and then choose *Show more templates*, the resulting dialog box can be used to move templates around.

'All services' displays a list of all the available templates that VL holds in alphabetical order so if you cannot find the template you need, it is always a good folder to check.

Templates

Up to now I have referred to *templates* without any explanation and you may be puzzled about what these are. You can think of a template as the foundation on which to plan your service. It is made up from all the essential parts of a service and forms a skeletal structure for you to build on. When you choose a date for your service the template is filled with time-dependent information, such as readings from the lectionary. You can add other optional information to your service, such as hymn and reader names, without affecting the underlying template. Your service will be based on one of VL's database of *Common Worship* service templates. You can then save your specific service (or even a number of specific services) based on the original template.

Additionally, you can edit a service template and save your changes as a new template. For example, you may always use a Eucharist service based on *Common Worship* Holy Communion Order One, but need to move the Confession and Absolution from near the start of the service to after the Peace (because your service is sometimes started by a Reader). The Holy Communion Order One template VL will provide you with all the liturgy and readings for the service type and date, but you can then customize it to move the service items (in this case the Confession and Absolution) to wherever you want. You can save your service as a new template, giving it a new name, so that you can come back to it and use it again. The original template itself, however, remains unchanged and can be used again later for other purposes if you wish.

VL has been designed to give you complete freedom in altering templates. This means that it is possible to overwrite a VL database template with a new template of your own causing the original to be lost. VL will ask you if you really wish to alter a database template before the action is completed.

Creating a new service from the shortlist

VL provides a list of services based on the lectionary you are using. You can use these as templates for your new service, using them directly as given by VL or using them as a basis from which to develop your own service. If the service template you require is not listed in the *Create service* tab of the *Welcome* screen or of the *Create a new service* dialog box then you will need to create a new service from VL's database of services and liturgies as described in *Creating a service using the Service explorer* later in this chapter.

Alternatively, as is usual in Windows® applications, double clicking the service template name will have the same effect.

Selecting service template options

Find the service template you want in the 'Frequently used services' folder. Click to highlight it and click on the *Go* button below it to open the *Service options* dialog box (Figure 2.4). (Figure 1.11 in Part 1 Chapter 4: *Your first VL service* defines the different areas of the *Service options* dialog box.)

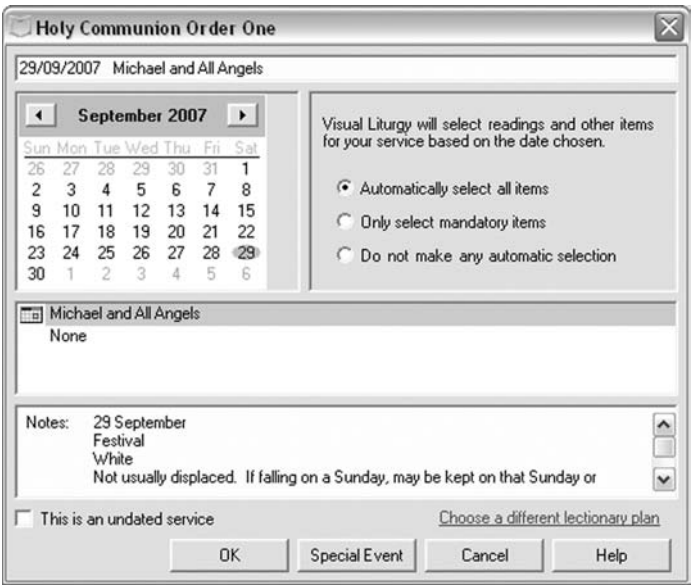
Holy Communion Order One
29/09/2007 Michael and All Angels
September 2007
Sun Mon Tue Wed Thu Fri Sat
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6
Visual Liturgy will select readings and other items for your service based on the date chosen.
Automatically select all items
Only select mandatory items
Do not make any automatic selection
Michael and All Angels
None
Notes: 29 September
Festival
White
Not usually displaced. If falling on a Sunday, may be kept on that Sunday or
This is an undated service
Choose a different lectionary plan
OK
Special Event
Cancel
Help

Figure 2.4 The *Service options* dialog box

The *Service options* dialog box allows you to select the options you require when planning your service based on the service template you have chosen.

- **Selecting a particular date and occasion.** If you tick the check box *This is a service for a particular event* then VL selects the appropriate lectionary material from its database and lets you use it in your service design. If the check box is unticked then all the other options become unavailable allowing you to design a service in a more generic way so that you could save it as a template structure or alternatively as a service which is used on several occasions and not just one.
- **Setting the date.** The current date and calendar event are displayed when the *Service options* dialog box is opened.

1 To change the date, click the date you require on the calendar. Use the right and left arrows to move forwards and backwards through the months.

2 The *Church calendar events* will be updated automatically for the date you select. If there is more than one event in the Church Calendar associated with the date you have chosen, click the event you want in the *Church calendar events* box.

VL will choose the readings and other items from its database appropriate for the day and service template you have selected. However, you can also choose to what level VL uses its database material.

You can display dialog boxes asking you to make service item decisions before the *Service designer* opens by selecting the *Show dialogs for key service choices when opening a service* preference option.

- **Choosing the service options.** Click the radio button to choose the option you wish.

Automatically select all items Select this option if you wish to use all the readings and liturgical items, including all seasonal items, that VL provides for your chosen date. (You may change VL's choice at a later time in the *Service designer.*) You will be asked to make further selections if more than one option is available.

Only select mandatory items If you wish to use only those options that are 'mandatory' for that particular service, then select this option. You will be asked to make further selections if more than one service item option is available.

Do not make any automatic selections Select this option if you wish to have total control over items such as the readings and prayers for your date-specific service. VL won't make any choices for you but will leave these items for you to choose.

You can display notes about the Calendar events, such as the liturgical colour or background information on an individual. Part 8 Chapter 19: *Preferences* explains how you can show or hide these notes in the *Service options* dialog box or *Special events* list.

- **Special events.** Sometimes you may wish to create a new service based on a special event such as Harvest Thanksgiving. Click on the *Special event* button to open the *Special event* list (see Figure 2.5). Highlight the special event for the service you are planning and click the *Select* button, or double click it, to add it to the *Church calendar events* box of the *Service options* dialog box. You can then choose other options to design your service as described above.

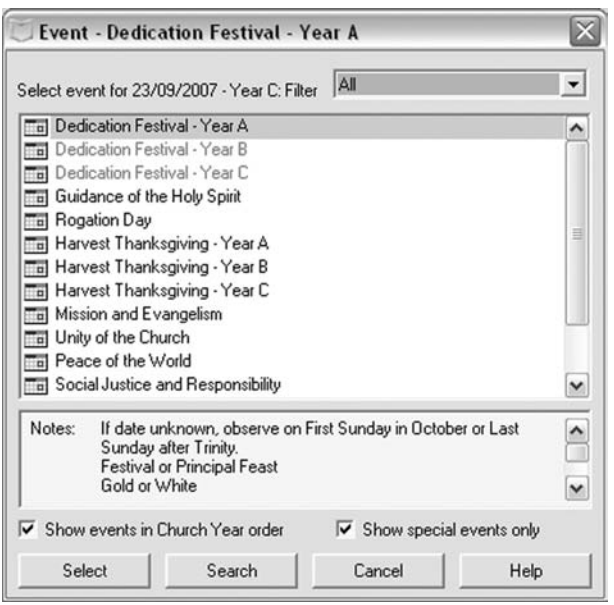
Event - Dedication Festival - Year A
Select event for 23/09/2007 - Year C: Filter
All
Dedication Festival - Year A
Dedication Festival - Year B
Dedication Festival - Year C
Guidance of the Holy Spirit
Rogation Day
Harvest Thanksgiving - Year A
Harvest Thanksgiving - Year B
Harvest Thanksgiving - Year C
Mission and Evangelism
Unity of the Church
Peace of the World
Social Justice and Responsibility
Notes: If date unknown, observe on First Sunday in October or Last Sunday after Trinity.
Festival or Principal Feast
Gold or White
Show events in Church Year order
Show special events only
Select
Search
Cancel
Help

Figure 2.5 *Special event* list

You can use the *Special event* list to display all *Church calendar events* by unticking the *Show special events only* check box. All Calendar events are displayed as shown in Figure 2.6.

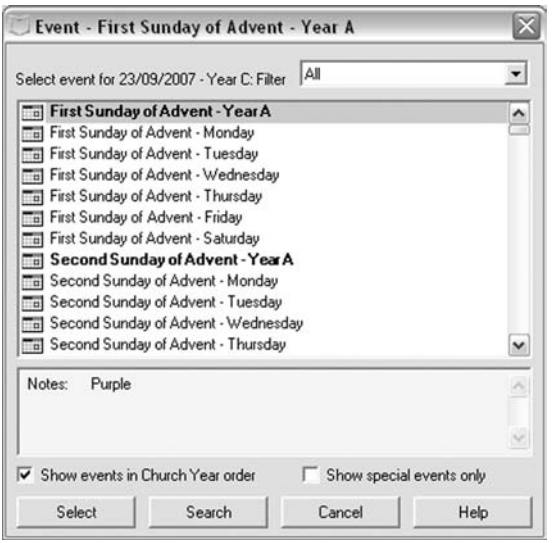
Event - First Sunday of Advent - Year A
Select event for 23/09/2007 - Year C: Filter
All
First Sunday of Advent - Year A
First Sunday of Advent - Monday
First Sunday of Advent - Tuesday
First Sunday of Advent - Wednesday
First Sunday of Advent - Thursday
First Sunday of Advent - Friday
First Sunday of Advent - Saturday
Second Sunday of Advent - Year A
Second Sunday of Advent - Monday
Second Sunday of Advent - Tuesday
Second Sunday of Advent - Wednesday
Second Sunday of Advent - Thursday
Notes: Purple
Show events in Church Year order
Show special events only
Select
Search
Cancel
Help

Figure 2.6 *Event* list showing all Calendar events

Untick the *Show events in Church Year order* check box to display the events in alphabetical order. This is particularly useful when you have chosen to display all the events (Figure 2.7).

Figure 2.7 *Event* list sorted by event name

Click the *Filter* button to limit the number of events that are being displayed. For example, you can display only events associated with Harvest Thanksgiving by typing 'Harvest' into the *Filter events* text box.

When you have selected all the options you require for your new service click the *OK* button to open the *Service designer*. The *Service designer* is described in Part 3.

You have now created a new service based upon the service templates listed in the folder of 'frequently used services'. VL has added the service details according to the options you selected, however you can make changes to them in the *Service designer*, or you can customize your service further by using VL's other features.

Creating a service using the Service explorer

VL provides a comprehensive list of services and liturgies. If the service template you require is not listed in the shortlist displayed in the *Create a new service* dialog box, select *Show more templates* and click *Go* (or double click the folder) to open the *Service explorer* (Figure 2.8).

Figure 2.8 The *Service explorer*

You can quickly expand or collapse a section of the *Service explorer* by double clicking the folder name.

If you have installed more than one lectionary then you can identify one of these as a preferred lectionary. This is described in Part 8 Chapter 19: *Preferences*.

The *Service explorer* displays a list of services and associated liturgies in a classic Windows® hierarchical tree structure. You can find the template you require by expanding the service sections until you see the item you require. Clicking the *plus* symbol next to a folder will show all the services contained within that folder. Clicking the *minus* symbol will collapse the tree so that only the folder title is displayed and its contents are hidden.

Click the service to highlight it and then click the *Go* button at the bottom of the dialog box (or double click the service). This opens the *Service options* dialog box allowing you to choose the options you wish for your service as described in *Selecting service template options* earlier in this chapter.

You have now created a new service based on the service templates listed in VL's database. VL has added the service details according to the options you selected, however you can make changes to them in the *Service designer*, or you can customize your service further by using VL's other features.

Customizing the Service explorer and 'Frequently used services' list

Because you can drag and drop service templates anywhere in the *Service explorer*, you need to be aware that you may find templates have been placed in inappropriate folders. However, you cannot drag and drop a service template into a lectionary that it does not belong to.

The list of service templates you see when you open the *Welcome* screen or the *Create a new service* dialog box can be edited. As explained at the beginning of Chapter 5, some service templates have already been defined as 'favourites' so they appear in this list when you first run VL. You can add your own 'favourite' services to this list or remove others that you don't want to appear there.

To move a service template into the 'Frequently used services' list:

1. Open the *Service explorer* from *Show more templates…* in the *Create a new service* dialog box.
2. Find the service template that you want to move into the 'Frequently used services' list.
3. Drag and drop the service template into the 'Frequently used services' folder of the lectionary it belongs to.

Right click on a service template to open a shortcut menu which will allow you to:

- *Create service from template…* Select this to use the template as the basis of your new service. You will be taken to the *Service options* dialog box where you can make choices about your services as described earlier in the chapter.
- *Delete template from category…* Select this to delete the service template from the selected category. You will be asked to confirm that you really wish to delete the template before it is removed.
- *Delete template from all categories…* Select this to delete the service template from all categories, not just the current category. You will be asked to confirm that you really wish to delete the template before it is removed.

You can copy a service template into the 'Frequently used services' list, thereby leaving the original template in its folder, by holding down the *Control* (Ctrl) key on your keyboard while you drag and drop the template as described in step 3.

Deleting a service template completely removes it from the database. You will be asked to confirm that this action is really what you intend.

- *Delete template completely*. Select this to completely remove the service template from VL's database. You will be asked to confirm that you really wish to delete the template. This is equivalent to deleting the service from the *All services* folder.

You can delete a service template from the *Service explorer* lists by highlighting it and pressing the *Delete* key on your keyboard. All instances of a service template will be deleted from all categories if you hold down the *Control* (Ctrl) key while you press the *Delete* key. The only way to completely remove a service template from the database is to delete it from the *All services* folder.

You can add additional lectionaries to the Service explorer. You can find out how to do this in the on-screen help.

Unless you really do want to completely delete a service template from VL's database, it is safer to remove it from the 'Frequently used services' list by dragging and dropping it somewhere else in the *Service explorer* list.

Creating a service from scratch

You may sometimes want to create a service without basing it on an existing service structure. To do this click on the *Untitled* template in the *Create service* tab of the *Welcome* screen or *Create a new service* dialog box. Once you have selected your service options as described in *Selecting service template options* you will be taken directly to the *Detail* view of the *Service designer*. Here you can browse for content items to include in your service as described in Part 3.

You might want to create a service from scratch, if you want to:

- Print out a set of prayers for someone to use, and not the whole service
- Create a hymnsheet with one or two prayers
- Create one section of the service to put in people's hands (For example, responsive prayers at a funeral) and you don't need the rest of the service for yourself
- To put collects and readings on a pewsheet.

Chapter 6 Opening an existing service

You can also open an existing service from either the *Services planner* (see Part 4) or the *Calendar* (see Part 5).

Once you have created your own services as described in Chapter 5 you will want to use, edit and organize them. You can view an existing service by clicking the *Open* button on the *Toolbar* to show the *Open an existing service* dialog box (Figure 2.9) where existing services are displayed from the current date onwards. Alternatively, you can view and open existing services in the *Open service* tab on the *Welcome* screen.

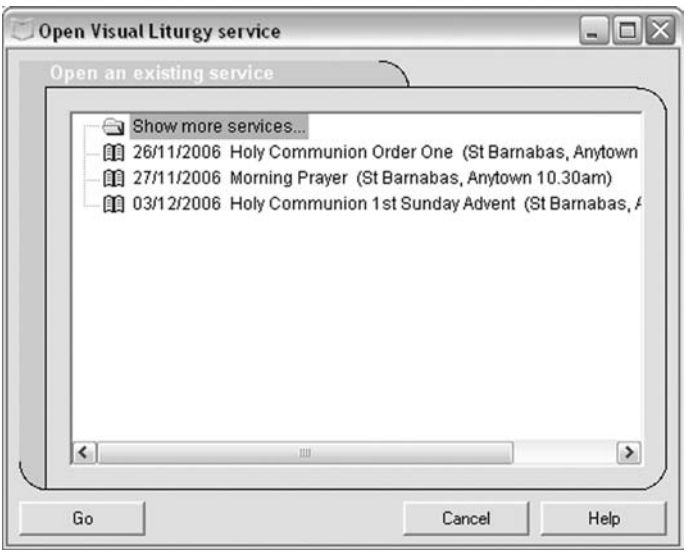
Open Visual Liturgy service
Open an existing service
Show more services...
26/11/2006 Holy Communion Order One (St Barnabas, Anytown
27/11/2006 Morning Prayer (St Barnabas, Anytown 10.30am)
03/12/2006 Holy Communion 1st Sunday Advent (St Barnabas,
Go
Cancel
Help

Figure 2.9 The *Open an existing service* dialog box

Click the service you want to open to highlight it and click on the *Go* button (or double click the service name) to open the *Service designer* (see Part 3). The *Service designer* displays the service options for the particular service you selected in the same manner as if you were creating a new service from a template, except that now it shows the details of a service you previously defined and saved. Part 3 describes how to use the *Service designer* to display the service details and change them if you require.

Alternatively, if the service you require is not listed in the *Open an existing service* box (for example, perhaps you want to look at a service earlier than the current date), you can view all the details of all your existing services using the *Services planner or* the *Calendar.*

The *Services planner* has the advantage that you will be able to see, in tabular form, the services for several times, dates, locations, etc., as well as other details, all at the same time.

To open the *Services planner* click *Show more services . . .* at the top of the service list shown in the *Open an existing service* dialog box (or click *Services planner* on the *Option bar*). You can find full details of the *Services planner* in Part 4.

To open the *Calendar* click on *Calendar* on the *Option bar*. You can find full details of the *Calendar* in Part 5. Alternatively, click on either *Services planner* or *Calendar* under View on the *Menu bar.*

Opening an existing service in either the *Services planner* or the *Calendar* gives alternative ways of taking you to the *Service designer* where you can view and edit details of your service.

Part 3 The Service designer

Introduction

The *Service designer* displays the service options for the particular template, day and lectionary that you may have chosen by the methods described in Part 2. It also allows you to change the items in your service and customize the structure of your service. You also can use the *Service designer* to display details about your existing services.

The *Service designer* comprises the following:

- The Service overview
- The Detail view
- The Summary view
- The Congregation view
- The OHP view

You can change your *view* of the service by clicking on the *tab bar* at the bottom of the *Service designer* (Figure 3.1). The *Service overview* provides a summary of the main items in your service and allows you to add, remove or alter those items quickly (Chapter 7). The other views allow you to see the structure of your service in more detail with various amounts of text depending on which view you have chosen (Chapter 8). You can also customize these views so you choose which parts of a service form part of your design.

Figure 3.1 The *Service designer* tabs

Chapter 7 The Service overview

The *Overview* window of the *Service designer* is made up of the following areas (see Figure 3.2):

- The location and time drop-down box
- The *Choose readings…* box
- The *Choose texts…* box
- The *Choose hymns…* box
- The *Choose responsibilities…* box

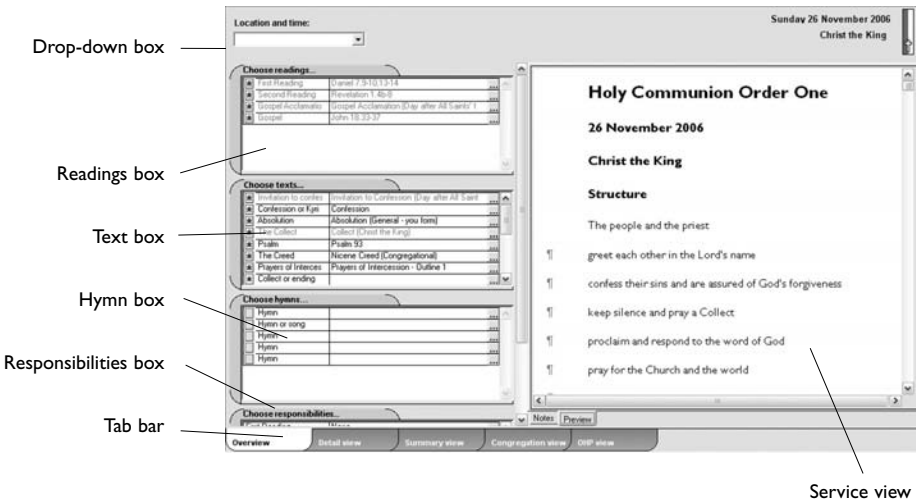

Figure 3.2. The *Service overview* window

Your template choice is displayed in the *Title bar* and the date you chose for your service (see Part 2: *Creating and opening services*) is displayed at the top right of the *Work area*, together with any *Calendar events* and stole.

The location and time drop-down box

The drop-down box allows you to add a location and time label to your service so that you will be able to identify it more easily. This information is also required if you want to save your service to the *Services planner.*

- To change the location and time click on the down arrow on the right of the drop-down box and then click the location and time you require from the drop-down list. Part 8 Chapter 18: *About my church* explains how to add locations and times to this list.

The Choose readings… box

If you have used VL's templates to define your service then the *Choose readings*… box (Figure 3.3) will be populated with the readings associated with the lectionary, service template and date you chose. If there are more readings than can be displayed in the box then you can use the up/down scroll bar on the right-hand side of the box to scroll through the list in the usual Windows® fashion.

You can also make changes to the displayed readings from within the *Choose readings*… box. This is described in Chapter 9.

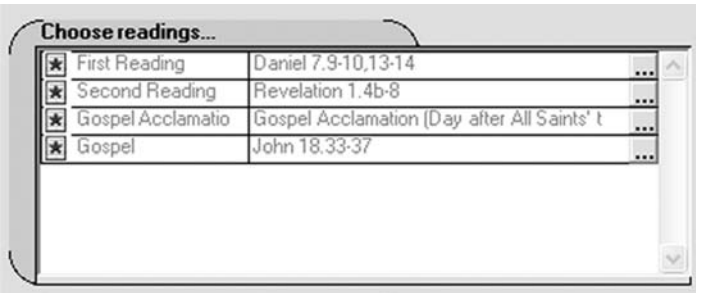

Figure 3.3 The *Service overview – Choose readings*… box

The Choose texts… box

If you have used VL's templates to define your service then the *Choose texts*… box (Figure 3.4) will be populated with the major liturgical items associated with the service and date you chose. If there are more major liturgical items than can be displayed in the box then you can use the up/down scroll bar on the right-hand side of the box to scroll through the list in the usual Windows® fashion.

You can also make changes to the displayed liturgy from within the *Choose texts*… box. This is described in Chapter 9.

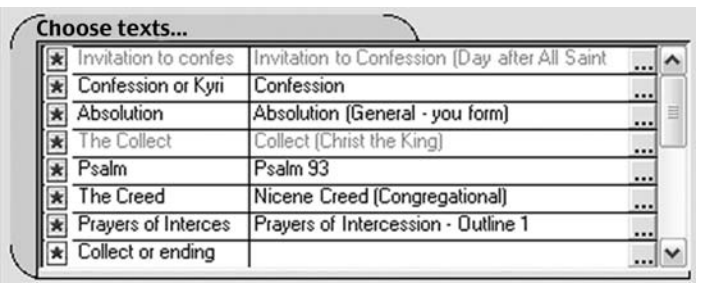

Figure 3.4 The *Service overview – Choose texts*… box

If, when you were designing your service, you selected *Automatically select all items* on the *Service options* dialog box, then VL will make a number of decisions for you about the content of service items. These and required service items are designated 'unresolved' and appear in red type in the *Choose readings…* and *Choose texts…* boxes. You can display dialog boxes asking you to make service item decisions before the *Service designer* opens by selecting the *Show dialogs for key service choices when opening a service* preference option (see Part 8 Chapter 19: *Preferences*).

The Choose hymns… box

If you have created a new service using VL's templates to define your service then the *Choose hymns…* box (Figure 3.5) will be empty. If you have opened an existing service then the *Choose hymns…* box will be populated with the hymns and songs you chose when designing your service. If there are more hymns than can be displayed in the box then you can use the up/down scroll bar on the right-hand side of the box to scroll through the list in the usual Windows® fashion.

You can also choose or make changes to the displayed hymns from within the *Choose hymns…* box. This is described in Chapter 9.

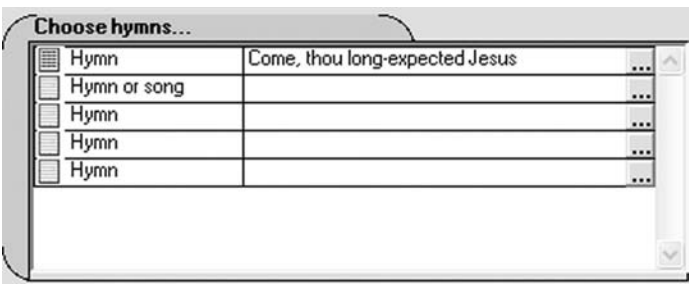

Figure 3.5 The *Service overview – Choose hymns…* box

The Choose responsibilities… box

If you have created a new service using VL's templates to define your service then the *Choose responsibilities…* box (Figure 3.6) will be empty. If you have opened an existing service then the *Choose responsibilities…* box will be populated with the names of people you allocated to particular jobs when designing your service. If there are more responsibilities than can be displayed in the box then you can use the up/down scroll bar on the right-hand side of the box to scroll through the list in the usual Windows® fashion.

You can also allocate names to jobs and make changes to the assignments from within the *Choose responsibilities…* box. This is described in Chapter 9.

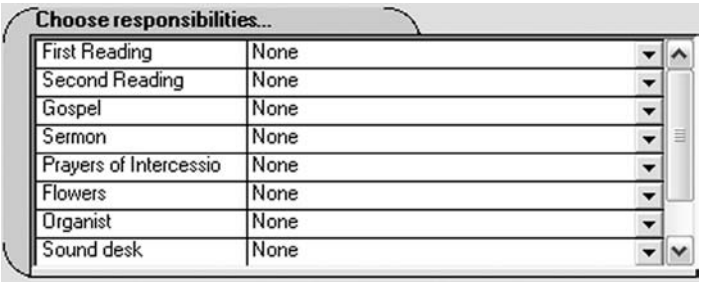

Figure 3.6 The *Service overview – Choose responsibilities…* box

Navigating your services

While you are designing your services you may find that you have more than one open at any given time and that it is becoming increasingly difficult to keep track of them all by resizing and closing their work areas. You can quickly open and close the services you have open by:

- Clicking the *Services navigator* icon on the *Option bar*. The icon shows the number of services you have open. Select the name of the service you wish to view from the shortcut menu.

or

- Click the *Task bar* button for the service you wish to view. (Part 8 Chapter 19: *Preferences* describes how you can display the *Task bar* navigation buttons.)

Chapter 8 The Service designer views

The *Service designer* views show the complete service item by item and allow you to fine tune the service. All service items will be shown except for seasonal items which will only be shown if they are valid for the service date. The *Service designer* views comprise the *Detail, Summary, Congregation* and *OHP* views. An example of a *Detail view* of a service is shown in Figure 3.7.

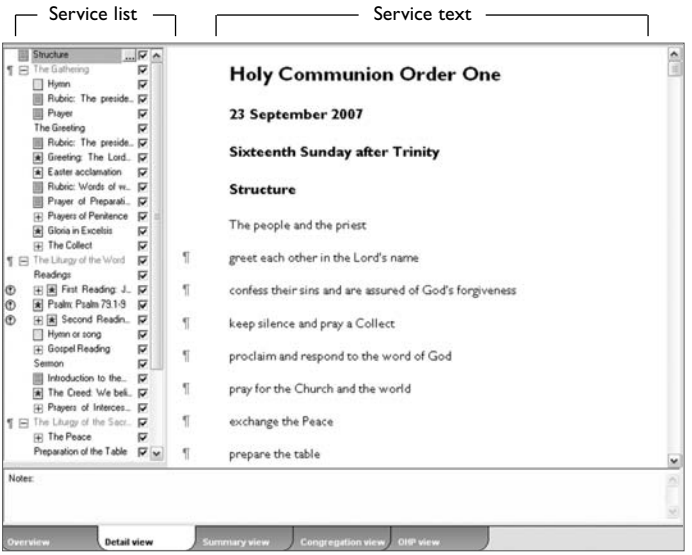

Figure 3.7 The *Service designer – Detail view*

The *Service designer* views are divided into two panes, the *Service list* on the left and the *Service text* on the right. If you need to change the sizes of the displayed areas you can drag the pane divider in the usual Windows® fashion. Use the scroll bars on the right-hand side of each pane to pan up and down the display areas.

Service notes are displayed in the *Design view*. You can choose not to show the *Service notes* by unticking the *Show notes in service* check box in *Services preferences* (see Part 8 Chapter 19).

The Service list and Service text

The *Service list* (Figure 3.8) shows the complete structure of the service you chose earlier in the chapter. The list takes the form of a hierarchical tree whose branches can be expanded or collapsed in the classic Windows® fashion.

Figure 3.8 The *Service designer – Detail view* – The *Service list*

The headings for the main sections of the service are in red type and can be identified by a ¶ symbol to the left of the text. The tree can be collapsed by clicking on a *minus* symbol to hide elements of the service that form part of a section, or expanded by clicking on a *plus* symbol to reveal elements that are part of a section but are hidden.

You will see a check box to the right of each service section or service item. A tick in the box includes the item in the service and its associated text is displayed in the *Service text* pane of the *Service designer* views (Figure 3.9). Unticking the box removes the item from the service. However, it does **not** delete the item, it simply hides the text so that it does not appear in the *Service text* pane.

Holy Communion Order One
23 September 2007
Sixteenth Sunday after Trinity
¶ The Gathering
The president may say
In the name of the Father,
and of the Son,
and of the Holy Spirit.
All Amen.
The Greeting
The president greets the people
The Lord be with you
All and also with you.
Words of welcome or introduction may be said.

Figure 3.9 The *Service designer – Detail view* – The *Service text*

The service sections are marked with a ¶ symbol in the *Service text*. Only the text of the service sections that have been ticked in the *Service list* is displayed.

The *Service designer* provides four preset options for showing the *Service text*. These are the *Detail*, *Summary*, *Congregation* and *OHP* views. Clicking the tabs at the bottom of the *Service designer* to choose one of these views automatically unticks some of the check boxes in the *Service list* depending on which view you choose. This saves you having to untick them manually, but of course you can still choose which items you wish to view even after you have selected one of the preset options.

- Click the *Detail view* tab to show all the text of your service.
- Click the *Summary view* tab to show only readings, hymns, the Collect and psalms.
- Click the *Congregation view* tab to show those items that require participation by the congregation such as responses, hymns, readings and psalms.
- Click the *OHP view* tab to produce a view of your service that is similar to the *Congregation view* but which has been specially formatted to fit onto overhead projector slides. More detail about OHP editing can be found in the on-screen help.

You can easily alter service design details in the *Service overview*.

Chapter 9 Viewing and changing template data in the Service overview

If, when you were designing your service, you selected *Automatically select all items* on the *Service options* dialog box, then VL will make a number of decisions for you about the content of service items. These and required service items are designated 'unresolved' and appear in red type. In both these cases, or if you simply want to make a change to any service item, you can see what alternative texts are available for inclusion in your service by clicking the ellipsis symbol to its right-hand side and select *Browse* from the displayed shortcut menu. This will open the *Browser* showing the pre-selected alternatives which you can place in your service.

A symbol on the left-hand side of each service item tells you to what extent you can make changes to it. The symbols are described below.

- A yellow star icon indicates that a text selection has been placed in the service but that pre-selected text alternatives are available.
- A white star icon indicates that a text selection has not been placed in the service although the service item has been placed in the appropriate *Choose…* box. Pre-selected text alternatives are available.

You can display dialog boxes asking you to make service item decisions before the *Service designer* opens by selecting the *Show dialogs for key service choices when opening a service* preference option (see Part 8 Chapter 19: *Preferences*).

In both these cases where alternative texts are available for inclusion in your service, you can see what the alternatives are by clicking the star symbol. This will open the *Browser* showing the pre-selected alternatives which you can drag and drop into the service item. If you don't want to use any of the pre-selected alternatives you can search VL's database for something else or you can tick the *Leave blank for the moment* check box. You can find out how to use the *Browser* in Part 7 Chapter 16.

- A yellow filled-out box indicates that a text selection has been placed in the service but that there are no pre-selected text alternatives and you will have to make your own selection of suitable alternative texts if you require any.
- A yellow empty box indicates that a text selection has not been placed in the service. You will have to make your own selection of suitable texts if you require any. This symbol will also apply to choosing hymns in the *Choose hymns…* box.

You can select and place an alternative text selection or hymn into any service item in a *Choose…* box.

In both these cases you can search for suitable alternative texts by clicking the text symbol next to the service item. This will open the *Browser* (as described in Part 7 Chapter 16) and you can drag and drop your selection into the service item.

Viewing and editing responsibilities

- Click the down arrow to the right of a responsibility item in the *Choose responsibilities…* box.
- Choose a name from the drop-down list by clicking it. (See Part 8 Chapter 18: *About my church* to find out how to set up a list of names so that they appear in the drop-down list.)

Chapter 10 Viewing and changing template data in the Service list

You can also make changes to your service in the *Service list* pane of the *Detail, Summary, Congregation* and *OHP* views. A symbol on the left-hand side of each service item tells you to what extent you can make changes to it. The symbols are the same as those used in the *Service overview.*

- A yellow star icon indicates that a text selection has been placed in the service but that pre-selected text alternatives are available.
- A white star icon indicates that a text selection has not been placed in the service although the service item has been placed in the *Service list*. Pre-selected text alternatives are available.

In both these cases where alternative texts are available for inclusion in your service, you can see what the alternatives are by:

- clicking the star symbol next to the service item

or

- highlighting the service item, clicking the ellipsis button to the right of the service item name and choosing *Browse…* from the displayed shortcut menu. Alternatively, right click a service item to see this shortcut menu.

The ellipsis button will always be visible if you are working in the *Beginner mode*. If the *Beginner mode* is switched off then the ellipsis button will only appear when you highlight the service item. Part 8 Chapter 19: *Preferences* describes how to turn on and off the *Beginner mode*.

These will open the *Browser* showing the pre-selected alternatives which you can drag and drop into the *Service list*. If you don't want to use any of the pre-selected alternatives you can search VL's database for something else. You can find out how to use the *Browser* in Part 7 Chapter 16.

- A yellow filled out box indicates that a text selection has been placed in the service but that there are no pre-selected text alternatives and you will have to make your own selection of suitable texts if you require any.
- A yellow empty box indicates that a text selection has not been placed in the service although the service item has been placed in the *Service list*. You will have to make your own selection of suitable texts if you require any.

In both these cases you can search for suitable alternative texts by:

- clicking the symbol next to the service item

or

- highlighting the service item, clicking the ellipsis button to the right of the service item name and choosing *Browse…* from the displayed shortcut menu. Alternatively, right click a service item

If the *Browser* is already open then clicking another star symbol will automatically populate the *Browser* with the pre-selected alternatives for that item.

You can drag and drop an alternative text selection or hymn into any service item in the *Service list*.

to see the shortcut menu. These will open the *Browser* as described in Part 7 Chapter 16. You can drag and drop your selection into the *Service list*.

If a service item is date sensitive (for example, a Collect) but a service date has not been selected it will be identified with the alert symbol – a white exclamation mark in a red circle.

The service item will be similarly identified when no text has been selected for a required item.

If, when you were designing your service, you selected *Automatically select all items* on the *Service options* dialog box, then VL will make a number of decisions for you about the content of service items. These and required service items are designated 'unresolved' and are indicated by a black exclamation mark in a yellow circle. In both these cases, you can see what alternative texts are available for inclusion in your service by opening the Browser by one of the methods described above.

Editing the service list

The service items can be changed other than by searching for pre-selected or custom alternatives. You can make these changes using the shortcut menu shown by clicking the ellipsis button to the right of the service item name.

Alternatively, you can show the shortcut menu by right clicking a service item.

The shortcut menu items are:

- Browse…
- Restore default text
- Group
- Delete item
- View text details…
- Service item properties…
- Service properties...
- Make OHP…
- Item wizard…

These are described below.

Browse…

The *Browse…* option allows you to view and select alternative pre-selected or custom options for your service. Its function in this context is described earlier in this chapter and the *Browser* is described fully in Part 7 Chapter 16.

Deleting a service item or group of items from the *Service list* completely removes it from the template. You will be asked to confirm that this action is really what you intend. If you simply wish to hide the item untick the check box to the right of the service item or group.

Restore default text

The *Restore default text* option allows you to reset the text you have chosen for an item back to its default.

Group

The *Remove from group* option allows you to move an item out of its sub-group to the group above.

The *Add to group* option allows you to move an item to become a sub-item of the item above it.

Delete item

The *Delete item* option removes the service item and any associated content from a service completely.

View text details…

The *View text details…* option allows you to display or edit information relating to the text for a service item using the *Text details* dialog box (see Part 9 Chapter 20).

Service item properties…

The *Service item properties…* option allows you to display or edit information relating to a service item. *Service item properties* are displayed in the *Service item properties* dialog boxes and are described fully in the on-screen help.

The *New* button and the *Item wizard* button on the *Toolbar* let you insert a new item or make changes to an existing item, respectively.

Service properties…

The *Service properties…* option allows you to display or edit information relating to a service. Service properties are displayed in the *Service properties* dialog boxes and are described fully in the on-screen help.

Make OHP…

The *Make OHP…* option creates an OHP slide of the service item that can be printed.

Item wizard…

Clicking this option starts the *New item wizard* which will guide you through editing or inserting an item. The Wizard is described fully in the on-screen help. The *Item wizard…* option allows you to insert a new service item above the currently selected item. You can also change an existing item using this option.

Chapter 11 Saving your service

Once you are satisfied with the design of your service you need to save it.

Saving your service to the Services planner

- Click on the *Save* icon on the *Toolbar* or on *Save* under *File* on the *Menu bar*.

The *Save* dialog box (Figure 3.10) is displayed with the location, time and date that you chose when you were designing your service. (If you haven't specified a location and time then you will have to enter these details.)

Figure 3.10 The *Save* dialog box

1. The name of the service you chose when designing your service or the name of the service you opened is shown in the *Service name* text box. Type an alternative name if you wish. The date you chose when designing your service is shown in the *Date* box. You cannot make changes to this date here and will have to redesign your service if you want a new date.
2. The location and time of your service are shown in the *Location and time* text box. Select an alternative if you wish from the drop-down list of choices (see Part 8 Chapter 18: *About my church*).

3 Make sure that the *as a Planned Service with date* radio button is selected to prevent your service being saved as a template.

4 Click the *Service properties* button to open the *Service properties* dialog boxes where you can view or edit service information if you want to.

5 Click the *OK* button to save your service.

Saving your service as a template

If you want to create a new template based on your service design so that it can be added to your 'frequently used services' list and you can use it again when designing services, click *Save as template…* under File on the *Menu bar.* This will open the *Save* dialog box (Figure 3.10). Complete the text boxes as discussed in *Saving your service to the Services planner* but this time select the *as a Service Template for future use* radio button. Complete the details of the *Service properties* dialog box (see the on-screen help for help with this).

Saving your service to a word processor

You can save your service to your favourite word-processing software. (See Chapter 19: *Preferences* to find out how to set a word processor.)

Click *Open in Word Processor* under *File* on the *Menu bar* to open the word processor.

Change VL's default file name by clicking *Save as…* to save the word processor file with a new name meaningful to you.

You can change your default word-processing software by editing your preferences (see Part 8 Chapter 19: *Preferences).*

Importing and exporting a service

You may wish to share your service so that others can work with your design in their own copy of VL or in a word processor. To do this you will have to export your service as either a *Visual Liturgy Live* file (file extension **vls**) or a Rich Text Format file (file extension **rtf**), respectively, rather than save it to the *Services planner*. You will have to import a vls file to your own copy of VL if you want to use a service or template created on somebody else's copy of VL. The on-screen help gives more detail about other formats for importing and exporting.

Chapter 12 Printing your service

When you are happy with the design of your service you may wish to print it so that you can use it in your church. VL provides a selection of layouts so that you can change the way your service looks when it is printed. You can add your own layouts if you have any special requirements that aren't met by VL's selection (see the on-screen help for more detail about print templates).

1. Click the Print icon on the *Toolbar* (or click the *Print* button on the *Service overview*) to open the *Print* dialog box (Figure 3.11).
2. Choose the *Print template* that you wish to apply to your service.
3. Click *Preview* if you want to look at the layout of your service before printing it.
4. Click *Print* to print your service.

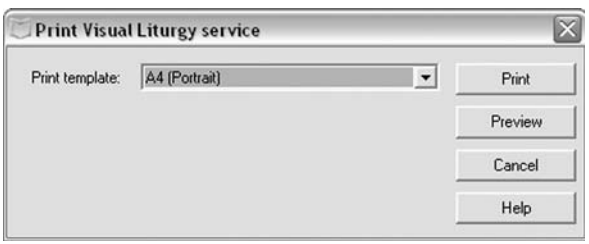

Figure 3.11 The *Print* dialog box

Part 4 The Services planner

Introduction

The *Services planner* allows you to display all the details of all your services in one table. Using this table you can access options to make changes to existing services, copy an existing service to a new date and re-use it or delete a service. An example of the *Services planner* is shown in Figure 4.1.

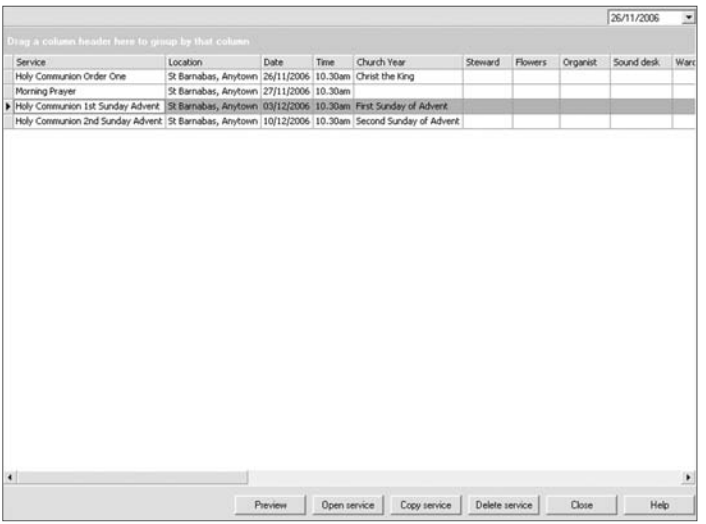

Figure 4.1 The *Services planner*

As well as viewing and editing services, you can use the *Services planner* to run reports.

The contents of most of the cells are editable in some way or other. Some items can be changed within the *Services planner*, for example, you can select the names of readers, preachers, and rota members. Others mean that you have to choose further options as if you were designing a service from scratch, for example, date-dependent service items.

The *Services planner* includes a powerful feature that lets you order and filter the data so that you can arrange and find your services conveniently.

Launching the Services planner

There are several ways to launch the *Services planner*. These are:

- By clicking *Show more services…* in the *Open an existing service* dialog box or the *Open service* tab of the *Welcome* screen (see Figure 4.2).

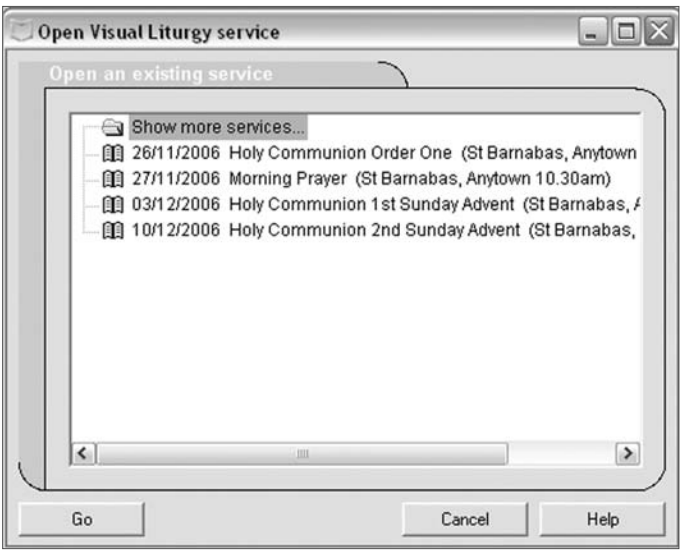
Open Visual Liturgy service
Open an existing service
Show more services...
26/11/2006 Holy Communion Order One (St Barnabas, Anytown
27/11/2006 Morning Prayer (St Barnabas, Anytown 10.30am)
03/12/2006 Holy Communion 1st Sunday Advent (St Barnabas,
10/12/2006 Holy Communion 2nd Sunday Advent (St Barnabas,
Go
Cancel
Help

Figure 4.2 Going to the *Services planner*

or

- By clicking the *Services planner* icon on the *Option bar.*

or

- By clicking *Services planner* under *View* on the *Menu bar.*

Once you have opened the *Services planner* an additional menu item, *Planner*, is added to the *Menu bar.*

Chapter 13 Using the Services planner

Selecting and editing

You need to know two symbols to help you understand how to select services and edit service items. These are shown on the grey bar on the left-hand side of the planner rows.

- A black arrow indicates that a row is selected. Click a box in the grey bar on the left-hand side of a planner row to highlight and select that row. You can open, copy and delete a service in a selected row.
- A pen symbol indicates that a cell is selected and that you can edit the service item contents. Click a cell, for example, a Location or a Reading. The 'arrow' symbol will change to the 'pen' symbol telling you that you can make selections and changes.

Instead of using the scroll bar you can 'tab' through the columns. Click anywhere in the table and press the tab key on your keyboard to move forward (to the right) through the table until you can see the record you require. To move backwards (to the left) through the table use 'Shift + tab' (press the tab key while holding down the Shift key).

Alternatively, you can use the left arrow and right arrow keys to move backwards and forwards, respectively, through the table, so long as you have the row selected. The up and down arrows allow you to move up and down the table a row at a time.

Once you can see the record you require you can click it directly to select it without having to tab all the way.

Navigating

As shown in Figure 4.1, the *Services planner* displays all the details for a particular service in rows across the *Work area*.

There are obviously many details that make up the record of a particular service; the service type, location, date and time are only four. For example, you may have recorded the readings, the readers, the hymns, and names for all the different rotas your church runs. They cannot all be visible on the screen, but you can see them by using the horizontal scroll bar at the bottom of the screen. A vertical scroll bar will be displayed if there are more service records than can be shown in the *Work area*.

Filtering

The *Services planner* includes two powerful tools to help you usefully arrange all the information that you have designed into your services. These are the *Name* filter and the *Group* filter.

The Name filter

The *Name* filter allows you to show all occurrences of a single name or combination of single names. For example, you may wish to show only service details at one particular church (location item), or you may wish to find out how often a service is at a certain time (time item) at one particular church. You will not be able to filter some service items, for example, readings.

1 Click the down arrow to the right of the column header (Figure 4.3) to see a drop-down filter list containing a list of names that are in that column.

Figure 4.3 Name filter column header

2 Click the name that you want to filter. The *Services planner* will show only those services matching your filter selection. The down arrow in the column header will change to blue indicating that a filter has been applied to that column.

3 If you want to refine the filter further, click on another down arrow in the column header of the item you require and select a name as in step 2. The *Services planner* will show only those services matching both your filter selections. You can filter by any number of single names if you want to.

4 To remove the filter and show all the names in a column, click the down arrow in the column header and select *All* from the drop-down list.

The Group filter

The *Group* filter takes the *Name* filter a stage further by allowing you to see all the information in a single item or combination of items, rather than just the information for a single name.

1 Drag and drop a column header for the service item you want to filter into the panel above the column headers. The *Services planner* will display the service items sorted by name (Figure 4.4). You can drag and drop any number of column headers to build up complex filters.

Figure 4.4 *Group* filtering

You can change the order of the service items by dragging and dropping the column headers anywhere among the other service items.

2 Click the *plus* symbol to show the service details for a particular name and the *minus* to hide them again.

3 To undo the *Group* filter, drag and drop the column header back among the service items.

Ordering

You can change the order in which the service data is listed in a column by clicking the column header at the top of each column. A small arrow (Figure 4.5) will appear indicating which way the data is ordered: an up arrow means the data increases alphabetically or in time up the screen; a down arrow means the data decreases alphabetically or in time down the screen.

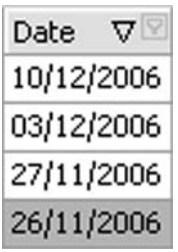

Figure 4.5 Ordering

TIP

An *About my church cell* is always a drop-down list.

Changing the Services planner details

There are two types of cell that can be edited using the *Services planner*: the *service cells* and the *About my church cells.*

A *service cell* has contents that comprise the text, hymns and psalms of the service. The contents of some of these cells were originally selected by VL from its database for the date and type of service you chose when you designed the service; however, you may have changed VL's selections as your design progressed. These cells are equivalent to the contents of the *Choose readings…*, *Choose texts…* and *Choose hymns…* boxes in the *Service overview* (see Part 3 Chapter 7: The *Service overview*). You may have left these cells empty, preferring to make your selections in the *Services planner.*

The *About my church cells* contain information about your circumstances, for example, *responsibility cells* contain the names of people you allocated to roles using the *Choose responsibilities…* box in the *Service overview* (see Part 3 Chapter 9: Viewing and editing responsibilities). You may have left these cells empty, preferring to make your selections in the *Services planner.*

Service cells are edited using the *Browser. About my church* cells are edited by making selections from the data you entered about your own circumstances.

! Caution

You cannot edit the type of service you chose as a service template when you first designed your service. You will have to create a new service if you want to change this.

! Caution

You cannot edit the Church Year or the Date. This is selected by your choice of service date when you first designed your service. You will have to create a new service if you want to change this.

You can also edit a service cell by clicking in the cell and clicking the *Edit item* icon on the *Toolbar.*

You can drag and drop an alternative text selection or hymn into any service cell.

Service cells

1 Right click on the cell you want to edit to show a shortcut menu giving you editing options similar to those used in the *Service designer* (see *Editing the service list* in Part 3 Chapter 10).

2 Select *Browse…* from the shortcut menu to open the *Browser.*

3 Use the *Browser* to find alternatives for the texts, hymns or psalms. Sometimes pre-selected alternatives will be available. The *Browser* is discussed in full in Part 7 Chapter 16.

4 Drag and drop your chosen search result into the cell you are editing.

About my church cells

1 Click in the cell you want to edit to display a down arrow on the right-hand side of the cell.

2 Click the down arrow to show a drop-down list. This list contains the data relevant to the type of cell (for example, names, locations, times, etc.) (See Part 8 Chapter 18: *About my church* to find out how to add data to these lists.)

3 Click an entry in the drop-down list to make your selection.

Opening a service

1 Select the planner row containing the service you want to open. (*Selecting and editing* at the start of this chapter explains how to select a row.)

2 Click the *Open service* button to open the *Service designer.* or double click the row. (The *Service designer* will show the view you have chosen as your preferred view, see Part 8 Chapter 19: *Preferences*.)

3 View or edit your service as explained in Part 3: *The Service designer.*

Once you have selected a service by highlighting its row you can drag and drop the service into a blank portion of the planner. This will open the *Service option* dialog box as described in step 2. Alternatively, you can choose *Copy service…* under *Planner* on the *Menu bar.*

Copying a service to a new date

1 Select the planner row containing the service you want to copy to a new date. (*Selecting and editing* at the start of this chapter explains how to select a row.)

2 Click the *Copy service* button to open the *Service options* dialog box (see Part 2: *Creating a new service*). When you choose a new date for a service you are effectively designing a new service because all the lectionary material is date related. However, any other changes you may have made

to a design will be kept in the copy, for example, hymn choices, role allocations, etc.

3 Select a date for your copied service.

4 Click the *OK* button to return to the *Services planner*. Your copy will be displayed as a new row.

Deleting a service

1 Select the planner row containing the service you want to delete. (*Selecting and editing* at the start of this chapter explains how to select a row.)

2 Click the *Delete service* button. You will be asked to confirm that you really want to delete the service.

Choosing a view period

By default the *Services planner* will show all your services for three months from the current date forwards. However, you may have a number of services planned and some of those may be well in the future. You can choose to view future services in defined 'blocks' of time, for example, a month at a time or a year at a time. You can also start the list of future services at a date other than the current date.

Setting and changing the view period

You can move backwards in time through your services to display services before the current date so long as they have not been automatically purged from VL's database (see *Purging* later in this chapter).

To set the display period for services:

1 Click *Select period…* under *Planner* on the *Menu bar*.

2 Select the start date from the *Planner start date*: calendar and the period (in months) from the *Planner period*: drop-down list.

To move through displayed periods:

- Click *Previous period* or *Next period* under Planner on the *Menu bar* to move backwards and forwards, respectively, through the services in 'blocks' of time set as your display period.

Selecting a start date

You can quickly go to a date without using the *Previous period* or *Next period* commands.

1 Click the drop-down calendar at the top of the planner.

2 Select the date you require. The service on that date will be displayed in the first row of the planner.

Full details about setting the purge period and preventing purging can be found in the on-screen help.

Full details about *Service planner* reports can be found in the on-screen help.

Purging services

You can set VL to automatically delete services older than a defined age. Doing this means that VL's database doesn't fill up with old and no longer wanted data that takes up hard disk space. There may be old services, however, that you want to keep because you know you will be using something similar in the future and will need it to make a copy, or because it is a service for a special occasion and you would like to keep a record of it. You can 'label' services to prevent old, but wanted, services being purged by editing their Service properties (see Part 3 Chapter 10: *Viewing and changing template data in the Service list*).

Reports

A *Services planner* report is a printed version of the *Services planner* as displayed on your screen. Click *Preview…* under File on the *Menu bar* to see the report before printing it so that you can make changes to its layout to meet your needs. Click *Print…* under File on the *Menu bar*, with the *Services planner* displayed, to print the report. (To customize the layout so that the report fits the paper size you are using, see the on-screen help.)

Part 5 The Calendar

Introduction

The *Calendar* allows you to view services, readings and events or add and view notes that will help you organize your future plans. Special dates in the Church's calendar are recorded on the *Calendar* as well as those services that you have planned and saved. You can also access the *Service designer* from the *Calendar* so you can quickly see the details of your service and make changes.

An example of the *Calendar* is shown in Figure 5.1.

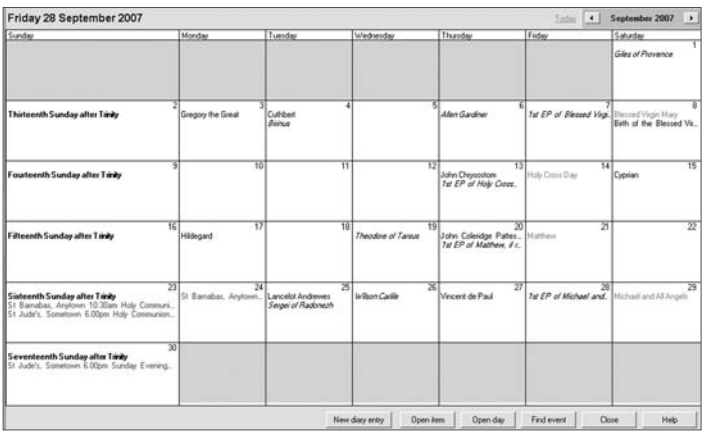

Figure 5.1 The *Calendar*

Launching the Calendar

You can open the *Calendar*

- by clicking the *Calendar* icon on the *Option bar*

or

- by clicking *Calendar* under *View* on the *Menu bar.*

Once you have opened the *Calendar* an additional menu item, *Calendar*, is added to the *Menu bar*.

Chapter 14 Using the Calendar

The *Calendar* will open with the current month displayed in the *Month selector* and the current date shaded pale yellow. The *Calendar* work area is made up of three different regions as shown in Figure 5.2.

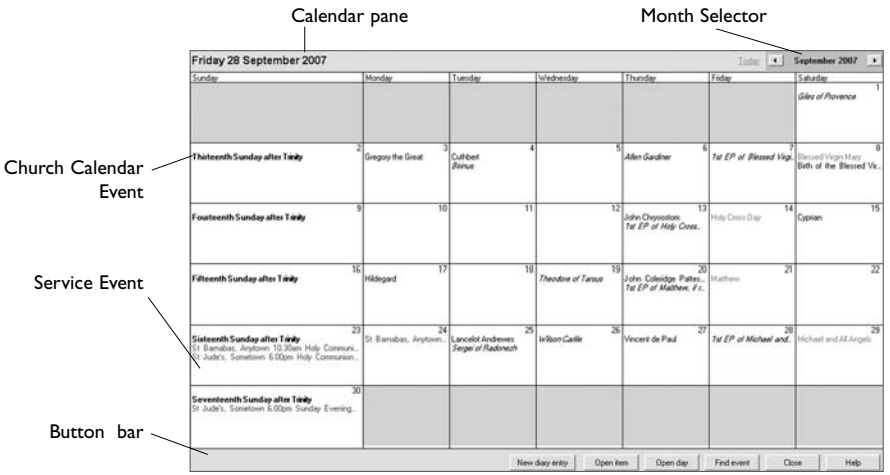

Figure 5.2 The areas of the *Calendar*

- The *Month selector.* The *Calendar* displays only a single month at a time. You can change the month by clicking the left or right arrows. Clicking either the left or the right arrow and holding down the mouse button will quickly scroll through the months. (You can also change the date by clicking the month name and choosing a different month from the shortcut menu, and by clicking the year and selecting a different year from the selection box displayed.) Click *Today* to return to the current date.
- The *Calendar* work area. Three types of entry are displayed in the *Calendar* work area:

  Church calendar events – these are lectionary items held in VL's database, for example, the name of a particular Sunday or a Saint's Day. *Church calendar events* are displayed in the relevant font as specified by the Annual Lectionary publication.

  Service events – these are the services that you have planned. *Service events* are displayed in blue text.

Diary items – these are notes or reminders that you have added. *Diary items* are displayed in black text.

- *The Button bar.* This comprises:
- *New diary entry* – this allows you to add a new *Diary item* to the *Calendar.*

  Open item – this allows you to see an individual Calendar event in more detail.

  Open day – this allows you to see all the details for a Calendar event for a particular day in more detail.

  Find event – this allows you to search for events throughout the *Calendar.*

If there are more entries than can be displayed on a particular date, then a small red arrow is displayed in the bottom right of the day. Click this to display the *Calendar* dialog box (Figure 5.6).

Adding a new diary entry

1 Click the *New diary entry* button to open the *Diary entry* dialog box (Figure 5.3).

Figure 5.3 The *Diary entry* dialog box

You can add a *Diary entry* by right clicking in the date box in which you wish to make the entry and selecting *New diary entry…* on the shortcut menu. The *Diary entry* dialog box will open at your chosen date.

2 Select a date for your *Diary entry* by typing it in the *Diary entry for*: box or by clicking the down arrow on the right-hand side of the box and selecting a date from the drop-down calendar.

3 Type the text of your *Diary entry* in the space provided and click *OK* to add the entry to the *Calendar.*

You can also view item details by double clicking the item or you can right click the item and select *Open calendar item…* from a shortcut menu.

Viewing *Calendar items*

1 Highlight a calendar event, service or diary item.

2 Click the *Open item* button to view the details for the highlighted item.

The *Open item* button will open different dialog boxes depending on the type of item that is highlighted. These are described as follows:

Church calendar event

Church calendar event details are shown in the *Calendar event* dialog box (Figure 5.4).

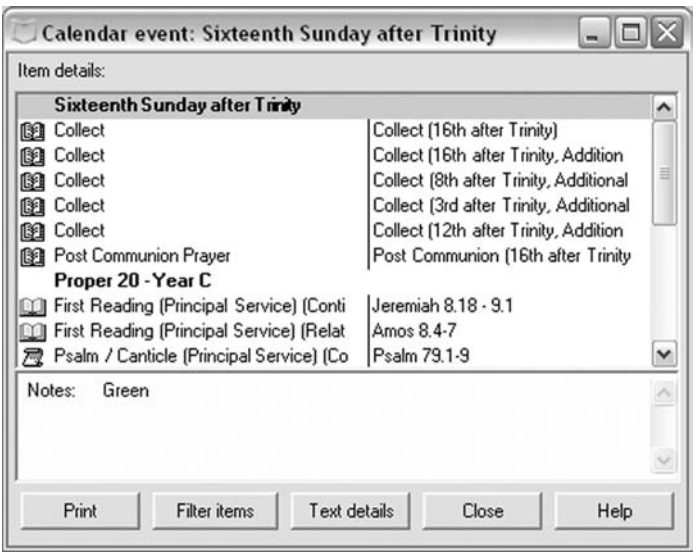

Figure 5.4 The *Calendar event* dialog box

The *Lectionary items* and their associated contents are displayed in the *Item details:* portion of the dialog box. If you need to change the relative sizes of the displayed areas you can drag the pane divider in the usual Windows® fashion.

You can choose which *service items* are displayed by clicking on the *Filter items* button to open the *Filter items* dialog box (Figure 5.5). Tick the check box next to the item you wish to include using the scroll bar to see items that are not visible. Select the track and, if you wish to, include linked readings by ticking the check boxes associated with these options.

Caution

You cannot drag service items from the *Calendar event* dialog box and drop them into the *Service designer.* Use the *Lectionary planner* to show service items for a particular day or series of days, and drag and drop the items from there.

TIP

You can clear the filter by unticking all of the check boxes and then clicking the *OK* button.

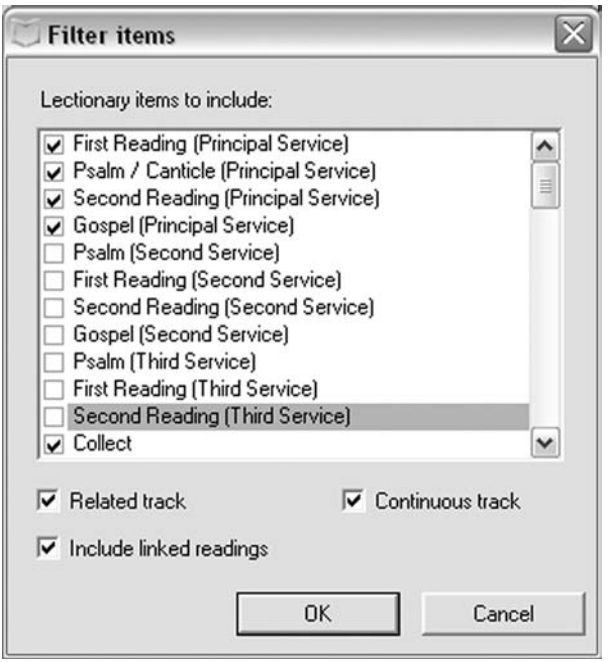

Figure 5.5 The *Filter items* dialog box

You can view the text of a *Calendar event item* by clicking the *Text details* button. The on-screen help gives more detail about the *Text details*.

The *Notes* panel shows supplementary information about the *Calendar event*, for example, information about saints, colours or other liturgical facts.

Service event

Service events are displayed in the *Service designer* (see Part 3) where you can view and edit your service.

Diary item

Diary item details are shown in the *Diary entry* dialog box (Figure 5.3). This is the same dialog box that you used to make a diary entry. You can read the full text of a *Diary item* and edit it if you need to. You can even change the date if you want to move the entry to another day.

You can also view details for a particular day by right clicking the date on the *Calendar* and selecting *Open day…* from the shortcut menu. Alternatively, simply double click the day on the *Calendar*.

Viewing Calendar days

You can view the information for a particular day in greater detail.

1 Select the day you want to see the details of by clicking the day on the *Calendar*. The background of the selected day will turn pale yellow to show that it is selected.

2 Click the *Open day…* button to display a dialog box where you can view the information for the selected date (see Figure 5.6).

All the Calendar events, services and diary items for the selected date are shown in the *Calendar day* dialog box (Figure 5.6).

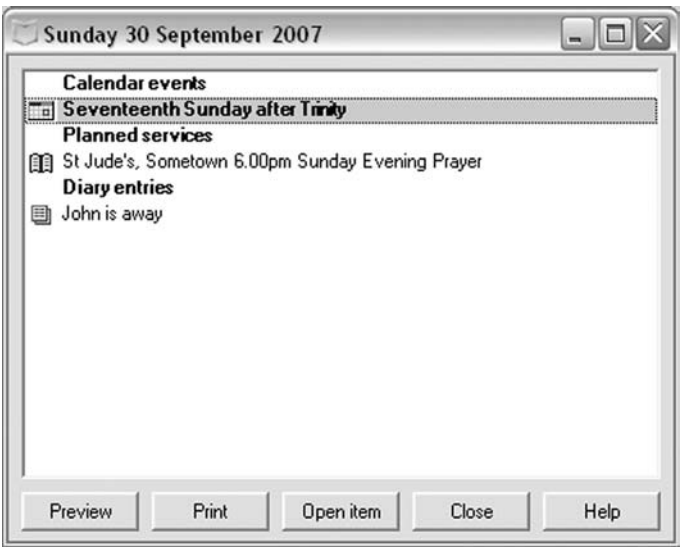

Figure 5.6 The *Calendar day* dialog box

3 If you want to see more detail about a particular item, highlight it and click the *Open item* button (or double click the item). This *Open item* button works in exactly the same way as the *Open item* button described in the earlier section on *Viewing calendar items*.

Finding events

You can search for events on your *Calendar*, for example, if you would like to know on what date Easter Day falls in 2009.

1 Click the *Find event* button (or right click anywhere in the *Calendar* and select *Find event…* from the shortcut menu) to open the *Find event* dialog box (Figure 5.7).

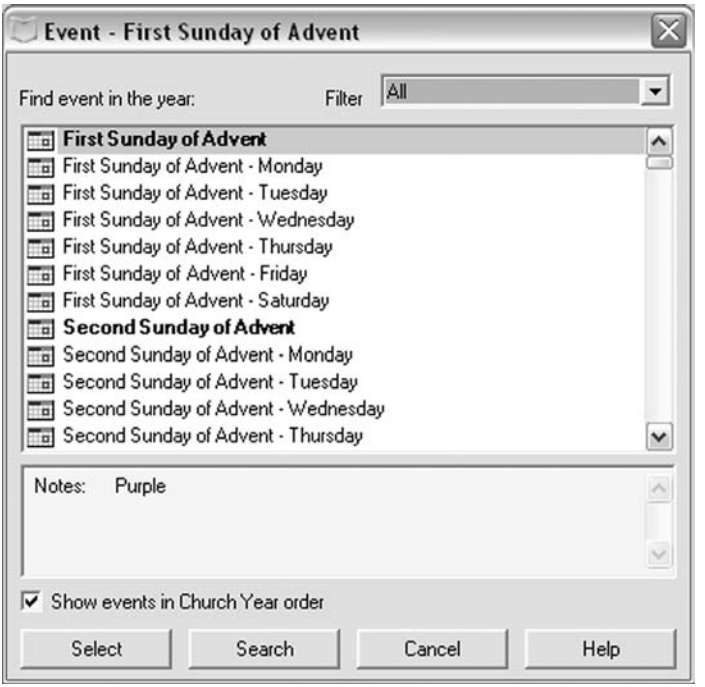
Event - First Sunday of Advent
Find event in the year:
Filter
All
First Sunday of Advent
First Sunday of Advent - Monday
First Sunday of Advent - Tuesday
First Sunday of Advent - Wednesday
First Sunday of Advent - Thursday
First Sunday of Advent - Friday
First Sunday of Advent - Saturday
Second Sunday of Advent
Second Sunday of Advent - Monday
Second Sunday of Advent - Tuesday
Second Sunday of Advent - Wednesday
Second Sunday of Advent - Thursday
Notes: Purple
Show events in Church Year order
Select
Search
Cancel
Help

Figure 5.7 The *Find event* dialog box

The *Filter* button allows you to narrow your search for an event.

2 Select the year using the drop-down *Find event in the year*: list at the top of the dialog box.

3 Find and highlight the event you are searching for in the *Events* pane.

4 Click the *Select* button (or double click the event) to start the search.

The *Calendar* will display the month containing the item you have searched for, with the item date shaded pale yellow.

Printing the Calendar

You can print the current view of the *Calendar* by clicking *Print…* under File on the *Menu bar* or by clicking the *Print* icon on the *Toolbar.*

Part 6 The Lectionary planner

Introduction

The Lectionary planner is a tool that may be used to generate and customize a report of lectionary items for a specified period and lectionary. Once a report has been generated, you can also use that report as the basis of a *Lectionary plan* to govern the use of lectionary-based material in future services. For example, you might want to look at the readings for the next few Sundays or you may want to plan out a sermon series to follow a particular theme or biblical book. The *Lectionary planner* allows you to search VL's lectionary database and carry out such tasks.

Viewing the Lectionary planner

There are two ways to open the *Lectionary planner.*

- Click the *Lectionary planner* icon on the *Option bar*

or

- Click *Lectionary planner* under *View* on the *Menu bar.*

The *Lectionary planner* dialog box will open at the *Events* tab as shown in Figure 6.1. The two tabs on the *Lectionary planner* dialog box, the *Events* tab and the *Items* tab, allow you to choose how the information contained in VL's database is displayed. Clicking the *Items* tab opens the *Lectionary planner – Items* dialog box as shown in Figure 6.2.

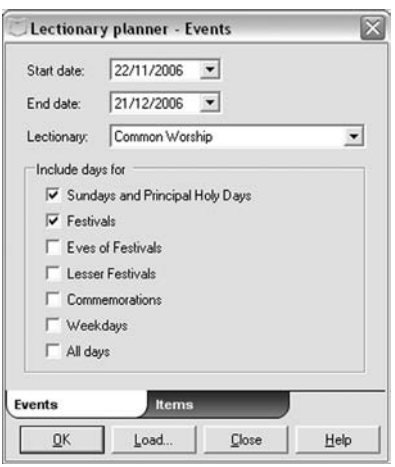

Figure 6.1 The *Lectionary planner – Events* dialog box

Figure 6.2 The *Lectionary planner – Items* dialog box

Chapter 15 Using the Lectionary planner

The *Lectionary planner* opens at the *Events* tab as shown in Figure 6.1.

The *Start Date* and *End Date* set the date range that you want the search of VL's database to cover. Type the dates you require or change the displayed dates by clicking on the down arrows on the right-hand side of the drop-down boxes. This will display a drop-down calendar. Select the date you want by moving forwards and backwards through the months using the right and left arrows and clicking the date you require when it is displayed.

The Lectionary set for the next search is displayed below the date range drop-down boxes. Change the displayed lectionary by clicking the arrow on the right-hand side of the drop-down box and then click the lectionary name you require. (Note that *Common Worship* is the only lectionary displayed unless you have specifically loaded an alternative – see the on-screen help for information about running VL with more than one lectionary.)

You can customize your lectionary search further by choosing which days you want to display in the lectionary report. Tick the check boxes next to the options you require from the list given in the *Include days for* section of the dialog box (Figure 6.3).

Figure 6.3 The *Lectionary planner – Include days for*

You need to refine your search of the lectionary further by choosing which lectionary items you want to display. Click on the *Items* tab to display the *Lectionary planner – Items* dialog box (Figure 6.2) and tick the check boxes next to the items you want to be displayed in the lectionary report.

Finally, tick the following check boxes to define further what will be shown in the *Lectionary planner report*:

- **Related track** to include readings from the related track during Ordinary Time
- **Continuous track** to include readings from the continuous track during Ordinary Time
- **Include linked readings** to include readings from the Common of the Saints.

Click the *OK* button to display the *Lectionary planner report* as shown in Figure 6.4.

If you want to make changes to the selections you made in the *Events* and *Items* lists, you can return to the *Lectionary planner* dialog box by clicking the *Settings* button.

The *Lectionary planner* has two alternate views. I will talk about the *Lectionary planner* in its default *Multi-pane view*. However, if you prefer to view the report as one page of information, you can switch to *Single-pane view* by clicking *Single-pane view* under *Planner* on the *Menu bar.*

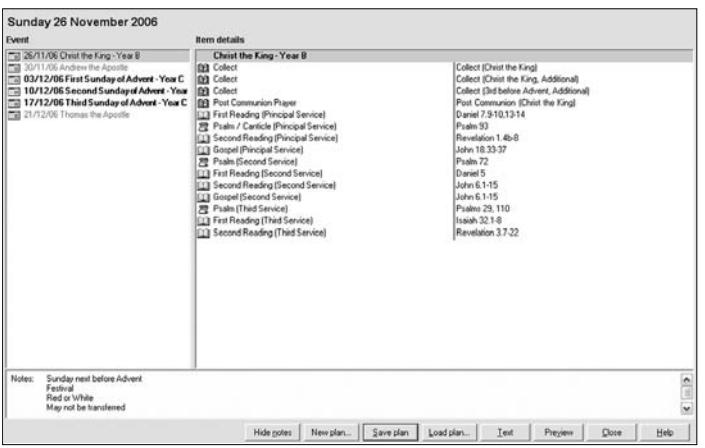

Figure 6.4 The *Lectionary planner report*

In *Multi-pane view*, the *Lectionary planner report* comprises two lists: the *Event* list and the *Item details* list. If you need to change the relative sizes of the displayed areas you can drag the pane divider in the usual Windows® fashion. If the lists are too long to be shown in the list panes then scroll bars will be displayed on the right-hand side of each pane allowing you to pan up and down the display areas.

The Event list

The *Event* list is shown in Figure 6.5. The list content is dependent on the date range and criteria you selected on the *Events* tab.

Lectionary items are displayed in the following colours and fonts:

Sundays	Bold black
Principal Feasts and other Principal Holy Days	Bold red
Festivals	Roman red
Lesser Festivals	Roman black
Commemorations and eves	Italic black

Event
26/11/06 Christ the King - Year B
30/11/06 Andrew the Apostle
03/12/06 First Sunday of Advent - Year C
10/12/06 Second Sunday of Advent - Year
17/12/06 Third Sunday of Advent - Year C
21/12/06 Thomas the Apostle
24/12/06 Fourth Sunday of Advent - Year
24/12/06 Christmas Eve
25/12/06 Christmas Day
26/12/06 Stephen
27/12/06 John
28/12/06 Holy Innocents
31/12/06 First Sunday of Christmas - Year
31/12/06 1st EP of Naming and Circumcisio

Figure 6.5 The *Lectionary planner report – Event* list

The Item details list

The *Item details* list is shown in Figure 6.6. Click on an event in the *Event* list to highlight it. The *Item details* list will be populated with the details for that event based upon the criteria you selected on the *Items* tab.

Items are identified by the following symbols:

- liturgical items
- Bible readings
- psalms

You can view the text of an item using VL's *Text details*. Click on the item in the *Item details* list to highlight it and click the *Text* button to open the *Text details*. The basics of *Text details* are described in Part 9 Chapter 20 and more detail can be found in the on-screen help.

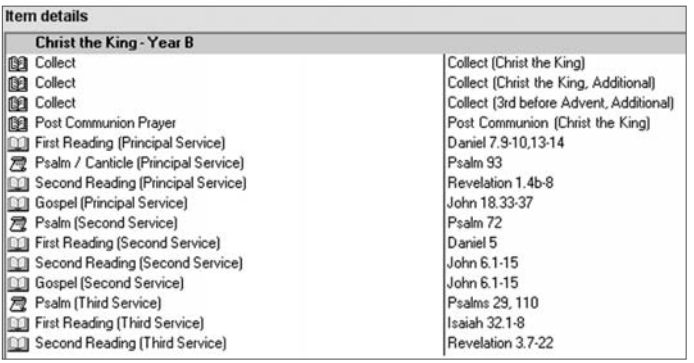

Figure 6.6 The *Lectionary planner report – Item details* list

Editing the Item details list

You can also edit the list by deleting items, inserting new items or editing existing choices. In order to carry out such tasks, right-click on an item in the *Item details* list and choose one of the options from the resulting menu.

Deleting an item simply removes it entirely from the plan. So, for example, if you have a choice of two Collects listed for a particular Sunday, you may wish to delete the one that you are not going to use.

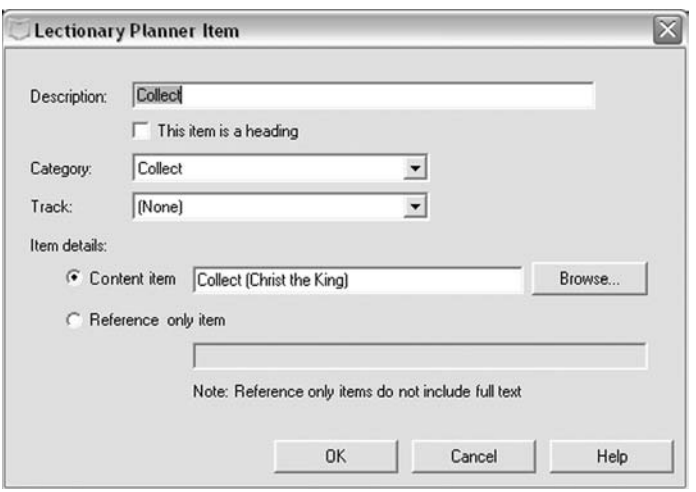

Figure 6.7 *Lectionary planner* item dialog

The *Lectionary planner* item dialog that you see if you choose to create a new item or edit an existing item is shown in Figure 6.7. If you are creating a new item, give the item a description (e.g. First Reading) and select a Category from the drop-down menu to ensure it properly links to the right lectionary categories. You can choose a content item by using the *Browse* button. Editing an item is very similar except that you only need to click *Browse* in order to choose a different content item – for example, a special Collect or a particular Bible reading that is not in the lectionary for that day.

The Notes buttons

You can choose to display notes about the lectionary items. Click the *Show notes* button to open the Notes pane and highlight a lectionary item. You can hide the Notes by clicking the *Hide notes* button.

The Print button

The *Print* button allows you to print out the *Lectionary planner report*. (Click the *Preview* button to see the report before you print it.)

Creating Lectionary plans

When you have prepared your Lectionary report, you can use it as a basis for future services by saving it as a *Lectionary plan*. The ability to use such plans is intended to save you time. Rather than having to remember your choices previously set-out in the *Lectionary report* and repeat those choices in your services, you can get VL to do remember that detail for you.

You can save the report as a *Lectionary plan* by clicking the *Save plan* button to begin the process. You will be asked to give the plan a name and then to save it. It's important that the name is descriptive and memorable since VL will use that name to show which *Lectionary plan* is currently active in the status bar at the bottom of your screen. For example, you might choose to name your plan "St. Matthew's Sept-Dec" to indicate that it's the *Lectionary plan* for St. Matthew's between September and December.

Lectionary plans in action

You can only have one plan active at any one time. To switch between plans, open the *Lectionary planner* and click the *Load plan* button.

Lectionary plans in action

Once a plan has been created and saved, it automatically becomes the *Active plan* in VL. You can tell which plan is active at any one time by checking the status bar at the bottom of your screen.

Figure 6.8 Status bar and *Active plan*

When you next come to create a new service and choose a date, if your *Active plan* has lectionary information relating to that date, you will be given a choice. You will be able to choose either the default lectionary readings as supplied by VL or the readings as customized and presented in your *Lectionary plan*.

For example, if your plan had customized readings for the First Sunday of Advent, when you came to plan your service for that Sunday, you would be given a choice between the default readings or your customized set (see Figure 6.9).

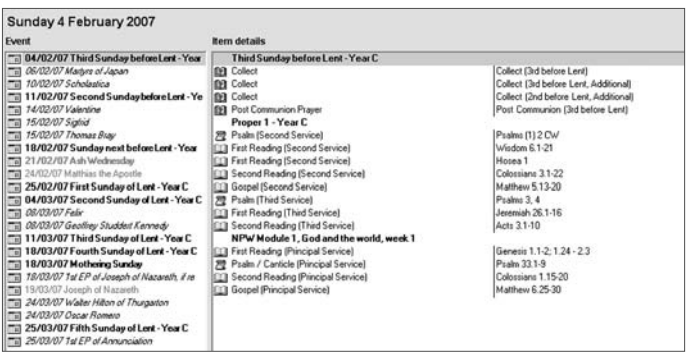
Sunday 4 February 2007
Event
Item details
04/02/07 Third Sunday before Lent - Year
06/02/07 Martyrs of Japan
10/02/07 Scholastica
11/02/07 Second Sunday before Lent - Ye
14/02/07 Valentine
15/02/07 Sigfrid
15/02/07 Thomas Bray
18/02/07 Sunday next before Lent - Year
21/02/07 Ash Wednesday
24/02/07 Matthias the Apostle
25/02/07 First Sunday of Lent - Year C
04/03/07 Second Sunday of Lent - Year C
08/03/07 Felix
08/03/07 Geoffrey Studdert Kennedy
11/03/07 Third Sunday of Lent - Year C
18/03/07 Fourth Sunday of Lent - Year C
18/03/07 Mothering Sunday
18/03/07 1st EP of Joseph of Nazareth, if m
19/03/07 Joseph of Nazareth
24/03/07 Walter Hilton of Thurgarton
24/03/07 Oscar Romero
25/03/07 Fifth Sunday of Lent - Year C
25/03/07 1st EP of Annunciation
Third Sunday before Lent - Year C
Collect
Collect
Collect
Post Communion Prayer
Proper 1 - Year C
Psalm (Second Service)
First Reading (Second Service)
First Reading (Second Service)
Second Reading (Second Service)
Gospel (Second Service)
Psalm (Third Service)
First Reading (Third Service)
Second Reading (Third Service)
NPW Module 1, God and the world, week 1
First Reading (Principal Service)
Psalm / Canticle (Principal Service)
Second Reading (Principal Service)
Gospel (Principal Service)
Collect (3rd before Lent)
Collect (3rd before Lent, Additional)
Collect (2nd before Lent, Additional)
Post Communion (3rd before Lent)
Psalms (1) 2 CW
Wisdom 6.1-21
Hosea 1
Colossians 3.1-22
Matthew 5.13-20
Psalms 3, 4
Jeremiah 26.1-16
Acts 3.1-10
Genesis 1.1-2; 1.24 - 2.3
Psalm 33.1-9
Colossians 1.15-20
Matthew 6.25-30

Figure 6.9 Default readings and *Lectionary plan* choice

Reading plans

At certain times of year, you might wish to depart from the lectionary for a short period to follow a set of readings through a particular biblical book or surrounding a particular theme.

In the *Lectionary planner*, you can now use *Reading plans* to slot such series' into your *Lectionary reports* and *Lectionary plans*. There are many reading plans already provided in VL from those suggested in *New Patterns for Worship* and *Common Worship: Times & Seasons* respectively. If you wish to, you can also create your own.

The basics of the *Readings plans* are described below but more detail can be found in the on-screen help.

Inserting a Reading plan

You can insert a *Reading plan* into your *Lectionary plan* using the *Lectionary planner* facilities. With the *Lectionary planner* open, click on *Planner* in the *Menu bar* and select *Insert reading plan*.

You will be given a choice of the *Reading plans* already saved in VL and through the course of three simple dialog boxes, you will be asked to select a start date for your plan and then to work through the other days in which this series will be conducted. More detail can be found in the on-screen help.

Managing Reading plans

You can edit existing *Reading plans* or create new ones by clicking *Manage Reading Plans* under *Edit* on the *Menu bar*. More detail can be found in the on-screen help.

Part 7 Searching

Introduction

While you are using VL you may need to search for items. For example, you may require a hymn that suits a particular theme or you may like to see which forms of the Peace are available. VL provides a *Browser* facility that allows you to search its database. The results of a search can be dragged and dropped into the *Service designer* and the *Services planner*. You can also 'short-list' items for future reference. The Browser is explained in Chapter 16.

Additionally, VL provides a facility for searching for, selecting and managing tunes. This is the *Tune manager.* It differs from the *Browser* in that instead of searching for hymns containing words you specify, you can look for tunes by name, composer or metre. The *Tune manager* is explained in Chapter 17.

Chapter 16 The Browser

You can access the *Browser* by clicking on the *Browse* icon on the *Toolbar* at any time and from any part of VL. In some contexts (for example, the *Service list*), the results of a search will be pre-selected but this doesn't stop you running further searches if you don't want to use those pre-selected choices and would prefer to find something else.

You can also start the *Browser* by:

- Clicking the symbol to the left of a *service item* in the *Service overview* screen (see Part 3 Chapter 9) or to the left of a *service item* in the *Service list* (see Part 3 Chapter 10)

or

- Clicking the ellipsis button for a *service item* in the *Service overview* (See Part 3 Chapter 9) or the *Service list* (or right clicking a service item) and choosing *Browse* on the shortcut menu (see Part 3 Chapter 10).

Starting the *Browser* will open the *Browse* dialog box as shown in Figure 7.1.

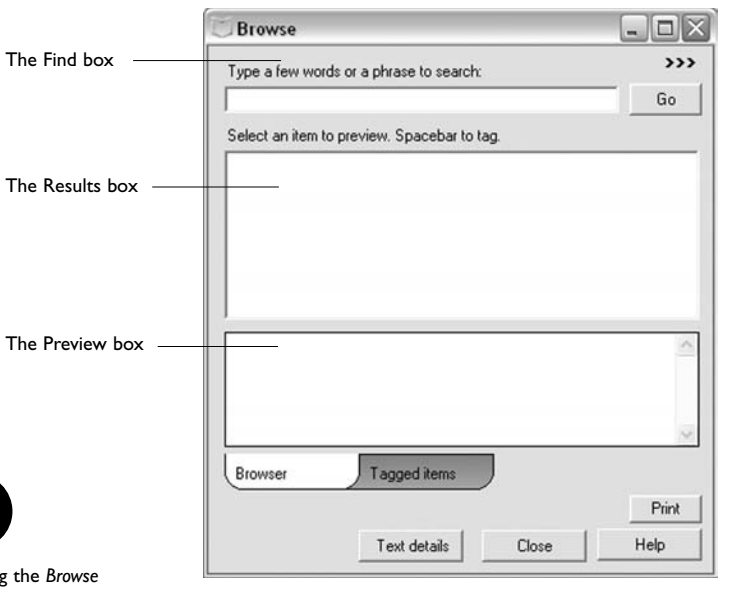

Figure 7.1 The *Browse* dialog box

- The *Browse* dialog box is divided into three areas: the *Find* box, the *Results* box and the *Preview* box.

TIP

If you leave the *Browse* dialog box open the results of searches with pre-selected alternatives will be automatically displayed in the *Results* box.

TIP

Clicking the *Browse* icon on the *Toolbar* will clear the *Browser* if it is open.

Searching VL's database

- Type what you would like to find in the *Find* box (Figure 7.2). The on-screen help will give you more detail about search criteria and how to refine your search. More advanced search types (accessed by clicking the three arrows) are also described.

Figure 7.2 The *Find* box

- Click the *Go* button (or press the *Enter* key on your keyboard) to start the search.

Displaying the results of a search

The results of VL's search of its database are displayed in the *Results* box (see Figure 7.3).

Browse
Type a few words or a phrase to search:
>>>
Christ
Go
Select an item to preview. Spacebar to tag.
1468 items found - done
Thou art the Christ, O Lord
Thou art the Christ, O Lord
Thou art the Christ, O Lord
Thou art the Christ, O Lord
To Christ, the Prince of Peace
To Christ, the Prince of Pea
Triple Blessing (Christ's coming)
May God the Father
We have come together in the n
We have come together in t
We praise you, Lord, for Jesus
We praise you, Lord, for Je
We turn to Christ alone
We turn to Christ alone
We have come together in the name of Christ
to offer our praise and thanksgiving,
to hear and receive God's holy word,
to pray for the needs of the world,
Browser
Tagged items
Print
Text details
Close
Help

Figure 7.3 The search results

You can change the relative sizes of each part of the *Results* box by clicking the dividing line and dragging it to the left or right.

TIP

If you are specifically looking for a particular item, for example, a reading, you can limit your search to only look for that type of item. To do this, prefix your search text with one of the following:

C: Search for an item code (particularly useful for *New Patterns for Worship* and *Common Worship: Times and Seasons*)

L: Search for a prayer or liturgical item

M: Search for a musical item such as a hymn or psalm

P: Search for a psalm

R: Search for a reading

T: Search for items in a theme

SS: Search for items in *SongSelect* (only effective if *SongSelect* is installed).

TIP

You can copy and paste text from the *Preview* box in the usual Windows® fashion. Right-click the text and click *Select and copy all text* from the shortcut menu.

Caution

You can drag and drop an alternative text selection or a hymn into any service item in the *Service designer*, *Services planner* or the *Service list*.

The *Results* box is divided into two parts. The left-hand side shows the items that match your search and tells you what type of item the result is (for example, a hymn, reading or psalm). The right-hand side shows a short summary, for example, a first line (to help you distinguish between similar results) or a Bible reference. If there are more results that can be displayed in the *Results* box, a vertical scroll bar will appear on the right-hand side of the box. Use this to scroll through the list.

The results are marked with an icon to help you identify different types quickly. These are:

- Calendar event
- Prayer or liturgy
- Bible reading
- Psalm
- Hymn or song
- Resource document
- Image

Previewing the results of a search

A preview of the text for the highlighted search result is displayed in the *Preview* box below the *Results* box (see Figure 7.3). A scroll bar on the right-hand side of the box allows you to view text that is too long to be completely shown.

Editing the result of a search

You can view the text of a search result by clicking the *Text details* button and using VL's *Text details*. The basics of *Text details* are described in Part 9 Chapter 20 and more detail can be found in the on-screen help.

Selecting the result of a search

1. Highlight the item you require in the *Results* box.
2. Click the *Select item* button to copy the text into the service item or drag and drop. Alternatively, click the *Leave blank for the moment* check box if you do not wish to make a selection at this time.

Short-listing items

When you are conducting a search, you may want to 'short-list' certain items to come back to at a later date. For example, you might want to draw up a short-list of ten hymns or songs to print

out and then discuss with your organist or music group. You might want to put some of your favourite Blessings on a short-list to make them easier to find later.

The VL *Browser* includes a *Short-list* function to make all that possible. When you find an item that you wish to shortlist in your *Results* box, make sure it is highlighted and then press your *Space Bar* on your keyboard. A large tick should appear to the left of your item to indicate that it is now short-listed.

Browse
Type a few words or a phrase to search:
5 items found - done
Holy Father, cheer our way
Holy God, we place ourselv
To Christ, the Prince of Pea
We have come together in t
We turn to Christ alone
Holy Father, cheer our way
Holy God, we place ourselves
To Christ, the Prince of Peace
We have come together in the
We turn to Christ alone
Browser
Short-list
Print
Text details
Close
Help

Figure 7.4 Short-listed items

Using the short-list

It is easy to switch between the normal *Browser* which searches the entire database and your *Short-list*. At the bottom of the dialog box are two tabs. Click on the two respective tabs to switch between the *Browser* which has every item in your database available to it, and the *Short-list* which only carries items that you have chosen to shortlist.

When you are looking at the *Short-list*, there are several things that you can choose to do with the items displayed. Much like the *Browser*, you can highlight items and click *Text details* to look at a particular text in more depth and perhaps make changes. However, you can also use the *Short-list* to take items out of VL into something else.

Printing and exporting

You can print the *Short-list* or export it to a file by using the respective buttons provided. This facility is ideal for taking a few hymns or songs to a planning meeting with the organist or music group for discussion.

Chapter 17 Managing tunes

You can open the *Tune manager* (see Figure 7.5) by clicking on the *Tunes* icon on the *Toolbar* or by clicking *Tunes* under *View* on the *Menu bar.*

Browse
Type a few words or a phrase to search:
5 items found - done
Holy Father, cheer our way
Holy God, we place ourselv
To Christ, the Prince of Pea
We have come together in t
We turn to Christ alone
Holy Father, cheer our way
Holy God, we place ourselves
To Christ, the Prince of Peace
We have come together in the
We turn to Christ alone
Browser
Short-list
Print
Text details
Close
Help

Figure 7.5 The *Tune manager*

1. Click the down arrow and select whether you want to search for a tune based on a *Tune name*, the *Composer* or by its *Metre*.
2. Type what you want to look for in the *Look for*: text box.
3. Click the *Find* button to start a search.

The results of the search are displayed in the *Search results:* portion of the *Tune manager*. The tune name is shown on the left-hand side of the results and the composer is shown on the right-hand side. You can change the relative sizes of the tune and composer lists by dragging the divider between the tune and composer names.

Search criteria

Finding the name of a tune

VL searches for instances of all words in the title of a tune. For example, if you search for **Praise** (or part of the word, for example, **Prai**), four tune names are found (see Figure 7.6). However, only one result is found for the search **Praise my** (Figure 7.7).

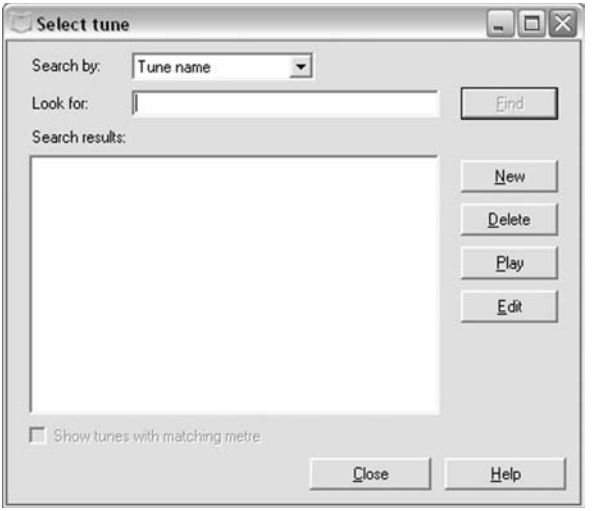

Figure 7.6 The *Tune manager* – Searching by tune example 1

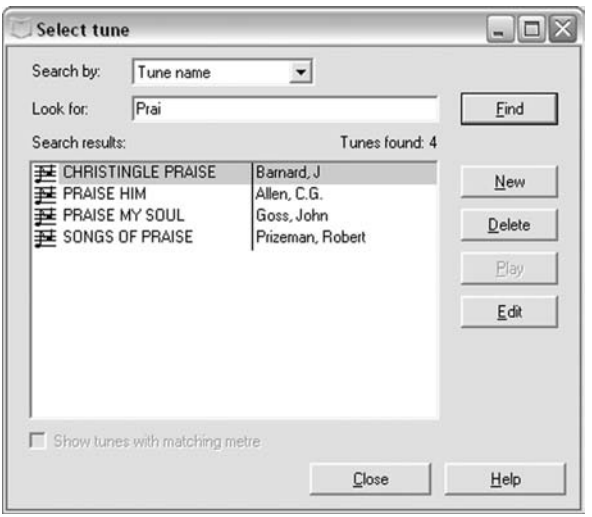

Figure 7.7 The *Tune manager* – Searching by tune example 2

Finding a composer

To find all the tunes by a composer, type the composer's surname in the *Look for*: text box. For example, Figure 7.8 shows the results of a search for tunes composed by **Wesley**. To narrow your search to tunes composed by Samuel Wesley, type **Wesley, S** in the *Look for*: text box (see Figure 7.9). Searching for **Wes** will result in composers other than Wesley, for example, Westbrook and Lawes.

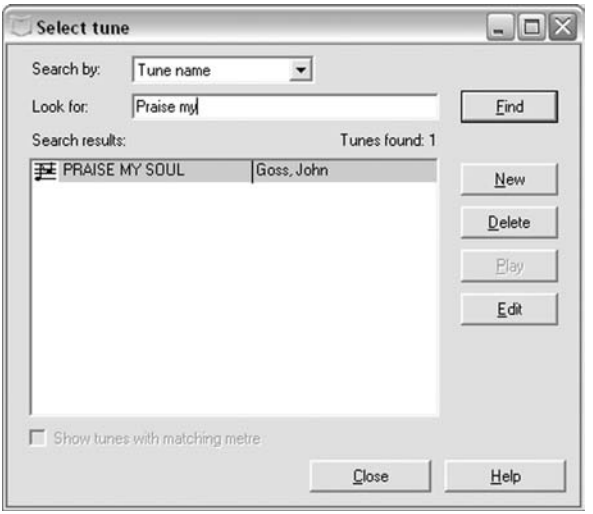

Figure 7.8 The *Tune manager* – Searching by composer example 1

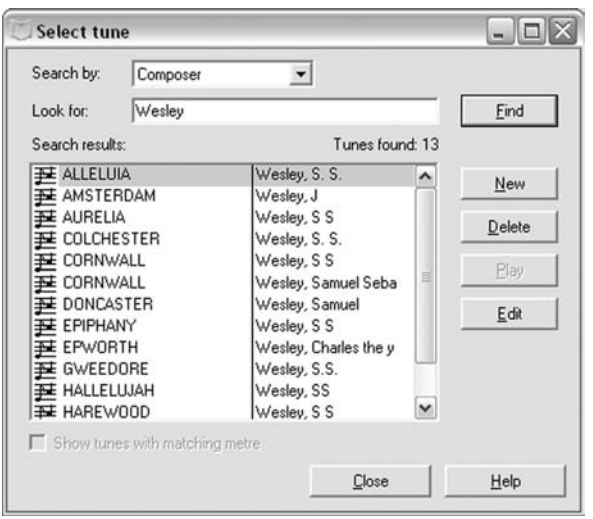

Figure 7.9 The *Tune manager* – Searching by composer example 2

Finding a metre

If you want to find an alternative tune for a hymn and you know the metre, type the metre notation in full in the *Look for:* text box (See Figure 7.10).

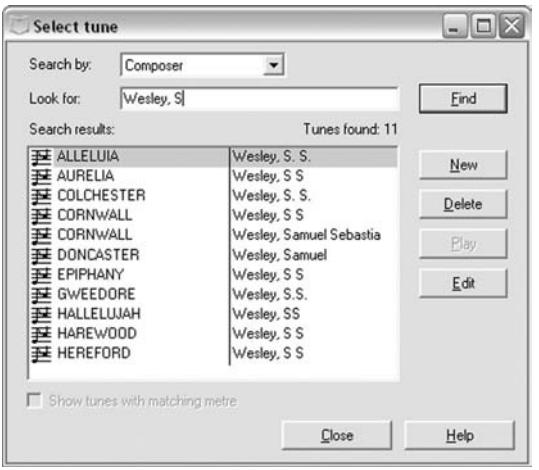

Figure 7.10 The *Tune manager* – Searching by metre

Managing tunes buttons

There are four other buttons on the *Tune manager* dialog box in addition to the *Find* button. These are the *New*, *Delete*, *Play* and *Edit* buttons.

New

Clicking the *New* button opens the *New tune* dialog box (see Figure 7.11). Here you can add the details of new tunes to VL's database. You can find out how to use the *New tune* dialog box in the on-screen help.

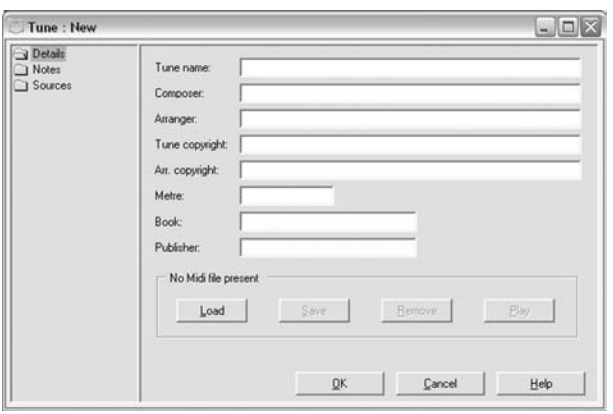

Figure 7.11 The *New tunes* dialog box – *Details* folder

Deleting a tune will remove it from the database. You will be asked to confirm that you really want to do this.

Delete

To remove a tune from the search results, highlight it in the *Search results*: portion of the *Tune manager* and click the *Delete* button.

Play

If the MIDI file associated with a particular tune has been loaded into VL's database (see the on-screen help for more details) then you can play it by highlighting the tune in the *Search results*: portion of the *Tune manger* and clicking the *Play* button. To stop playing the tune, click the button (now labelled *Stop*) again.

Edit

You can view and edit details about a tune by clicking the *Edit* button to open the *Tune* dialog boxes. If you have a MIDI file for a particular tune you can load it from here (see the on-screen help for more details).

Part 8 Customizing

Introduction

In order to use VL's features to their full extent, you will need to enter some information about your own church, such as the names of people (so they can be allocated to readings or rotas) and the names of places (so they can be allocated to services). Additionally, there are several ways in which you can customize VL to change how it looks and works when you run it.

- Chapter 18 explains *About my church* and how to 'personalize' VL by adding names and places so you can use them when you design a service.
- Chapter 19 explains some of the ways that you can set your preferences to customize how VL works and looks when you run it.

Chapter 18 About my church

So that you can take full advantage of VL's design features you need to enter some information about your church so that it can be used when you are creating or editing a service.

1 Click *About my church…* under *Edit* on the *Menu bar* to open the *About my church* dialog box (Figure 8.1).

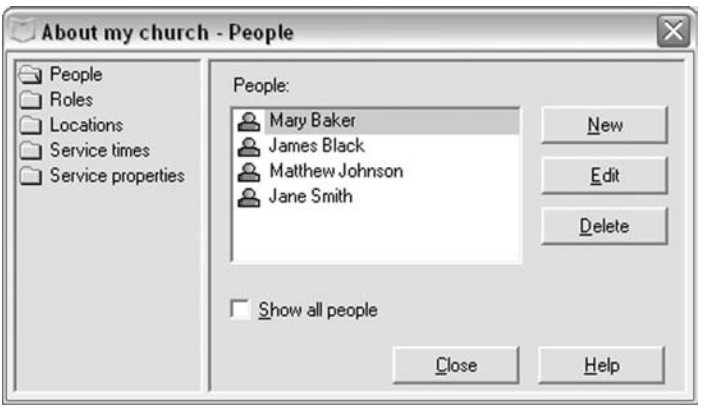

Figure 8.1 The *About my church* dialog boxes

2 Click a folder on the left-hand side of the dialog box to choose a topic in which to add or edit details.

- *People:* The names of people, such as readers, cleaners or flower arrangers, that you may want to allocate to responsibilities.
- *Roles:* The responsibilities that you would like to keep track of when you design your services.
- *Locations:* The places where your services will take place.
- *Service times:* The times when your services will take place.
- *Service properties*: These are elements of your service that don't depend on particular service items being in your service. They are treated as Global service properties. Examples might be Organist, Server or Verger. You can choose whether or not to display them in the *Services planner.*

3 Click the *New* button to add a new item, highlight an item and click the *Edit* button to make changes to that item, or highlight an item and click the *Delete* button to remove that item.

To keep the list of names manageable, you can categorize people who are no longer responsible for tasks as inactive. The on-screen help explains this fully.

Chapter 19 Preferences

You can change the way VL looks and the way it uses its data to suit the way that you work. These are your preferences and once set VL will use them until you make another change. To set your preferences:

1 Click on the *Preferences…* command under *Edit* on the *Menu bar* to display the *Preference* dialog box (see Figure 8.2).

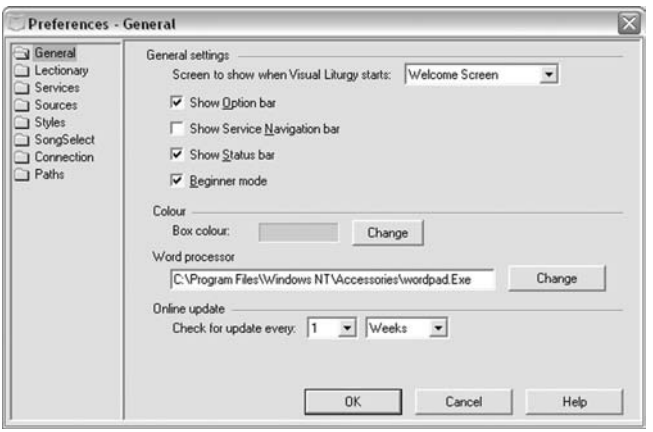

Figure 8.2 The *Preferences* dialog box – *General*

2 Click a folder displayed on the left-hand side of the dialog box to display the settings that you can change for that particular topic.

3 Make your *Preference* selections.

4 Click the *OK* button to save your preferences.

The *Preferences* folders and a general description of what you can change are described below. You can find more details about setting preferences in the on-screen help.

General preferences

The *General* preferences (see Figure 8.2) are shown every time you choose the *Preferences…* command under *Edit* on the *Menu bar*. Here you can make changes to the way that VL looks, for example, you can choose to hide the *Option bar* or the *Status bar.*

You can choose whether or not VL runs in the *Beginner mode.* By default, VL first runs in the *Beginner mode*. This is useful if you are unfamiliar with some of the features that would otherwise be

hidden. In the *Beginner mode*, all the ellipsis symbols will be visible in the *Service list* reminding you that you can open a shortcut menu that allows simple editing of the list (Part 3 Chapter 10). (If you are running VL with the *Beginner mode* switched off, then the ellipsis symbols will be hidden until you highlight a service item.)

You can specify the word-processing software that VL will link to when you use the *Open in Word Processor* feature. (See *Saving your service to a word processor* in Part 3 Chapter 11.)

VL can be configured to connect automatically to the Internet so that you can access its online features (see Chapter 21). You can set how often this connection is made.

Set the online update period to zero to prevent VL connecting to the Internet for updates.

Another useful configuration feature is that VL allows you to choose which screen is displayed by default when you start the software. The *General* preferences dialog box allows you to set your choice, be it the *Welcome* screen, the *Calendar* or the *Services planner.*

Lectionary preferences

The *Lectionary* preferences (see Figure 8.3) allow you to set your preferred lectionary, Bible version and track. VL will then apply your preferences when it presents items for you to use when designing your services.

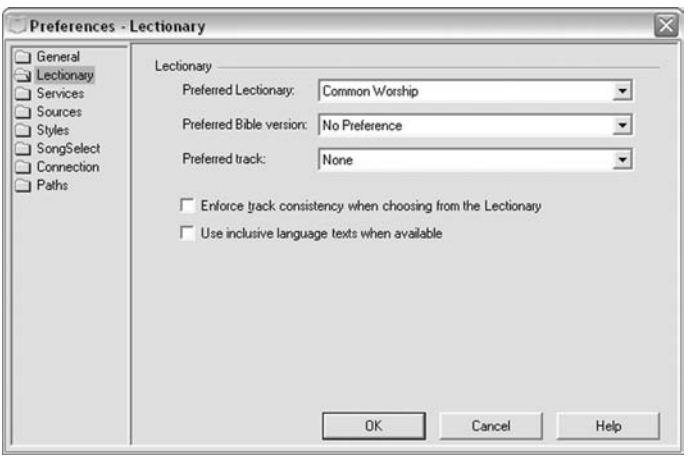

Figure 8.3 The *Preferences* dialog box – *Lectionary*

Services preferences

The *Services* preferences (see Figure 8.4) allow you to set what information you are shown when designing your services. For example, you can display supplementary notes about *Lectionary*

items or services or choose which *Service designer* view is displayed by default when you are planning your service.

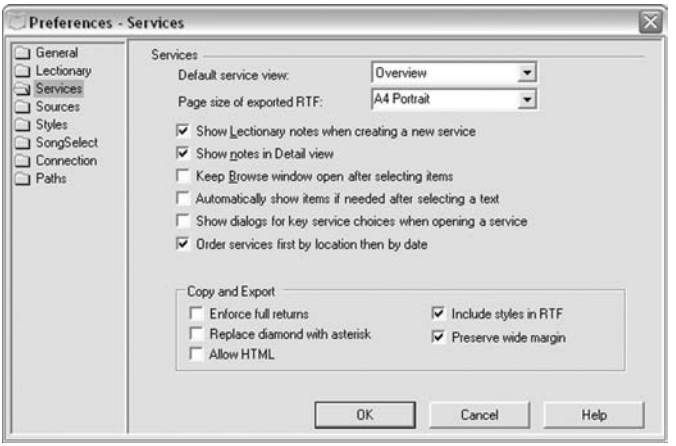

Figure 8.4 The *Preferences* dialog box – *Services*

The *Services* preferences also allow you to choose format options for when you copy and export services or service items.

Sources preferences

The *Sources* preferences (see Figure 8.5) allow you to choose the source or sources of your hymns and songs and decide whether the *Browser* only displays results for the books you use in your church. You can then choose whether or not to show details about the source in the text displayed in the *Service designer* views.

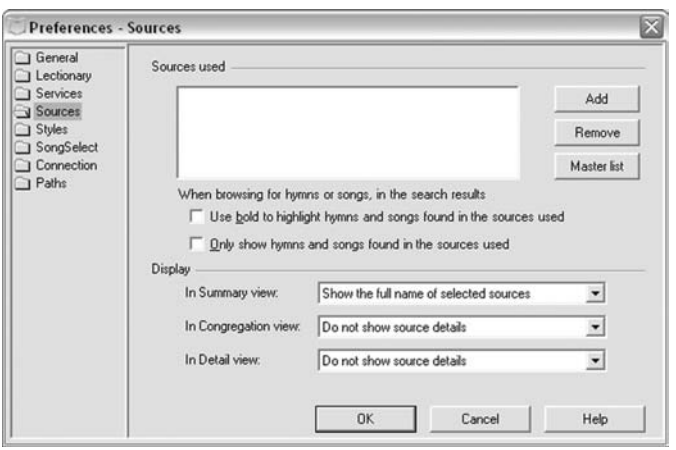

Figure 8.5 The *Preferences* dialog box – *Sources*

Styles preferences

The *Styles* preferences (see Figure 8.6) allow you to select style sheets for displaying your services in the *Service designer* views.

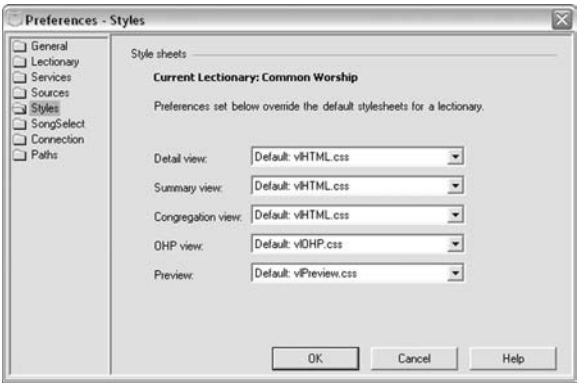

Figure 8.6 The *Preferences* dialog box – *Styles*

SongSelect preferences

SongSelect is a *Visual Liturgy Live* add-in that allows you to search for song texts and report on their usage. The *SongSelect* preferences (see Figure 8.7) allow you to link VL to *SongSelect*. You can only select *SongSelect* preferences if you choose to link VL to *SongSelect* by ticking the *Enable Visual Liturgy Live link to SongSelect* check box and entering the location of the *SongSelect* program. If this box is unticked all the remaining options will be unavailable.

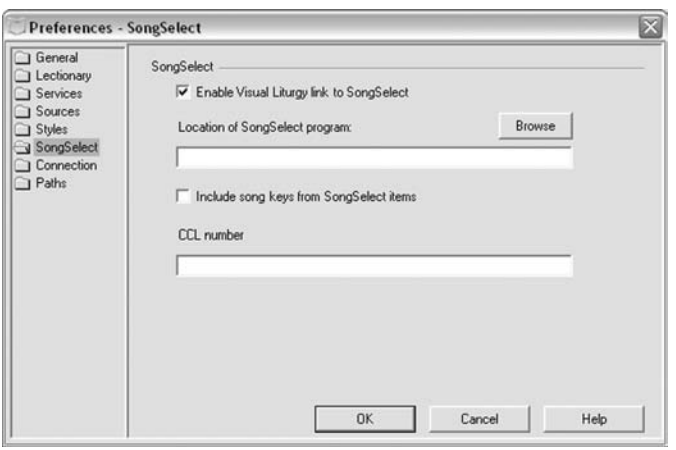

Figure 8.7 The *Preferences* dialog box – *SongSelect*

Connection preferences

The *Connection* preferences (Figure 8.8) are used to configure VL if you are running it behind a proxy server. You may need to complete some of these settings to connect for online registration and updates. Please contact your ISP or the Visual Liturgy Live Help Desk for help about these settings.

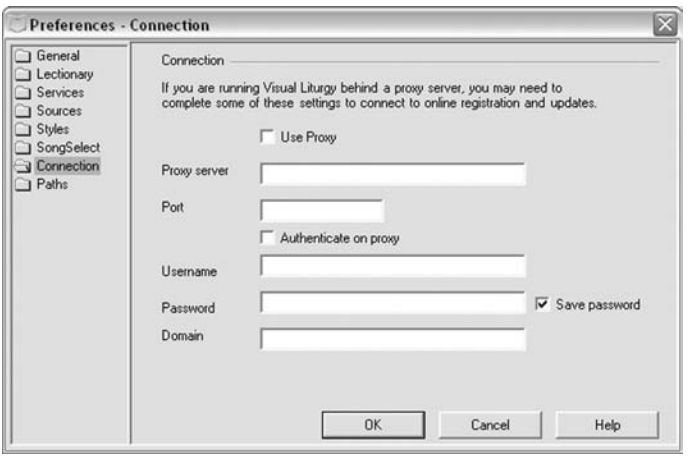

Figure 8.8 The *Preferences* dialog box – *Connection*

Part 9 Other features

Introduction

VL provides two other features in addition to those explained in the preceding parts of this guide. These are described in the following chapters:

- Chapter 20 describes the *Text details* where you can format your services.
- Chapter 21 tells you how you can use the Internet to keep your copy of VL up to date and learn more about how you can use VL by meeting other users online.
- Chapter 22 explains the VL Agent where you can access commonly used information without running the full VL application.

Chapter 20 Text details

Text details is opened whenever you choose to view any text in greater detail by:

- Highlighting a service item and clicking *View text details…* on the shortcut menu of the *Service list* (see *Editing the service list* in Part 3 Chapter 10).

or

- Highlighting an event in the *Calendar event* dialog box and clicking the *Text details* button (see *Viewing calendar items* in Part 5 Chapter 14).

or

- Highlighting an item in the *Lectionary planner items detail* list and clicking the *Text details* button (see the *Item details list* in Part 6 Chapter 15).

or

- Highlighting a search result item in the *Browser* and clicking the *Text details* button (see *Editing the results of a search* in Part 7 Chapter 16).

The *Text editor* can be found under the *Text* tab of the *Content item* dialog box and occupies the right-hand side of Figure 9.1.

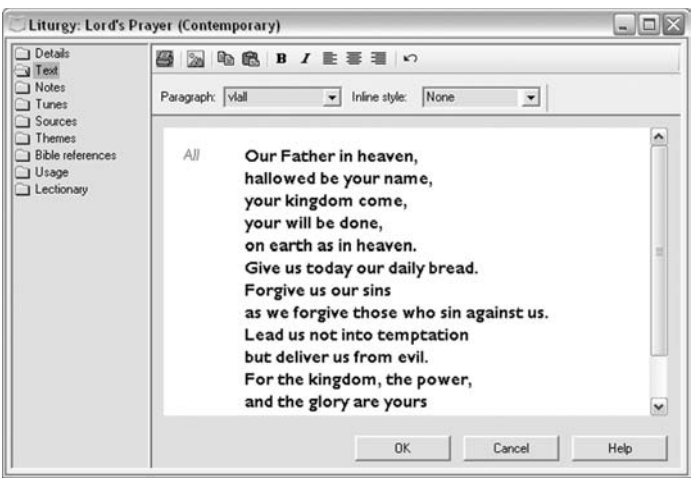

Figure 9.1 The *Text details*

Text details toolbar

You can apply basic formatting to any text displayed by using the toolbar shown at the top of the dialog (see Figure 9.2).

Figure 9.2 The *Text details* toolbar

Most of the toolbar buttons should be familiar to you if you have used a word processor before.

Print

Insert image

Copy highlighted text

Paste copied text at insertion point in text

Change selected text to bold (toggle)

Change selected text to italics (toggle)

Text justify left

Text justify centre

Text justify right

Undo last edit

The styles toolbar

The styles toolbar is displayed below the editing toolbar (Figure 9.3).

Figure 9.3 The *Text details* styles toolbar

This toolbar allows you to apply more advanced formatting to your text by means of styles. It is described in full in the on-screen help.

Viewing the source text

You can display and edit the source text by right clicking in the text and selecting *View source* from the shortcut menu. This displays the text's HTML file in a separate window. Using HTML code and its associated style sheets is beyond the scope of this manual.

Chapter 21 Updating VL and the Web

One of the key new elements in VL is the fact that it is sold on a subscription basis. Once you have installed and registered your copy, you will receive twelve months' worth of updates via the Internet free of further charge. If you wish to continue receiving updates beyond that, an annual subscription fee will be payable.

Taking advantage of the Internet in this way and making VL a subscription-based system has many advantages:

You will have to register your copy of VL to take advantage of the online updates.

- Updates to the software can be downloaded to ensure you always have the best facilities.
- Updates to content can be provided – whether that includes future changes to any authorized liturgy, new or updated hymnbooks, new versions of the Bible, images or music.
- You have quick access to technical support.
- The VL website and the online community that goes with the website can be used to make sure you have up-to-date information and interesting articles on the software as well as articles on liturgy and worship and the support that comes from other VL users.

Updates

If you are a subscriber, you can expect to see regular enhancements for VL provided via the Internet. You can ask VL to check regularly for updates by clicking *Preferences* under *Edit* in the *Menu bar* and setting the frequency of updates. Asking VL to check once every month is a good rule of thumb.

You can check for yourself at any time by clicking *Online update* under *Help* in the *Menu bar.* You will be shown a dialog (see Figure 9.4) that will either confirm that you are up-to-date or show you the available modules. Tick the modules you want to download and click OK to begin downloading.

Updates will usually be either technical or editorial. In other words, you may get fixes or improvements to the software or you may receive corrections to the content or new modules of content – perhaps a new hymn book or new liturgical book. In addition, updated help files, images, tunes and stylesheets are also possible.

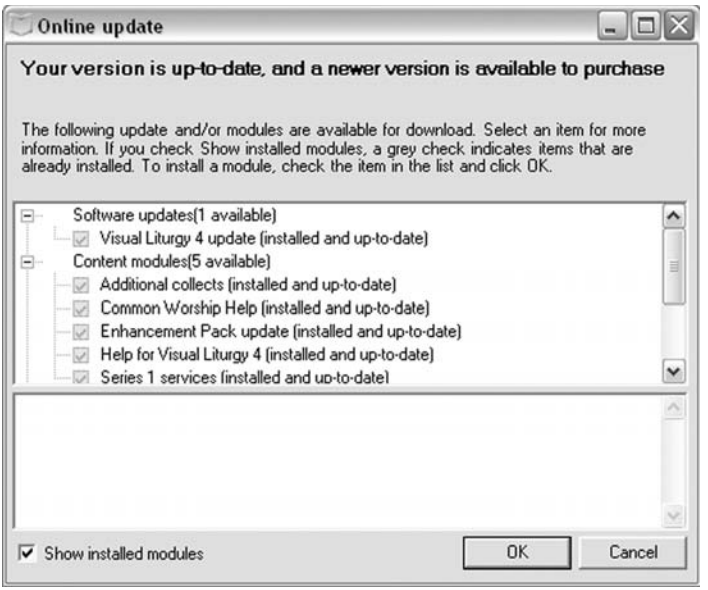
Online update
Your version is up-to-date, and a newer version is available to purchase
The following update and/or modules are available for download. Select an item for more information. If you check Show installed modules, a grey check indicates items that are already installed. To install a module, check the item in the list and click OK.
Software updates(1 available)
Visual Liturgy 4 update (installed and up-to-date)
Content modules(5 available)
Additional collects (installed and up-to-date)
Common Worship Help (installed and up-to-date)
Enhancement Pack update (installed and up-to-date)
Help for Visual Liturgy 4 (installed and up-to-date)
Series 1 services (installed and up-to-date)
Show installed modules
OK
Cancel

Figure 9.4 The *Online update* dialog

The VL web site

The VL web site, www.visualliturgylive.net, provides useful information about the software, discussion forums where you can learn about how others are using VL and ask questions of the development team, and regular articles from VL experts and/or liturgical experts about getting the best from your liturgical planning. You can quickly access the web site by clicking the VL logo on the right of the *Toolbar*.

Registration

In order to use these online facilities, it is vitally important that you register your copy of VL. It is advisable to register immediately when you install the software for the first time. If choose to register later or wish to make changes at a later date, you can get to your registration details at any time by clicking on *Registration…* under *File* on the *Menu bar*.

You can register securely online (which is quickest and recommended) or via the post by printing out your registration form and sending it to the address provided. If you get into any trouble or VL won't register, call Church House Publishing for technical help.

Chapter 22 The VL Agent

The VL Agent is a separate application that sits in the Microsoft® Windows® notification area (sometimes called the system tray) on your computer's desktop. Running the Agent allows you quick access to commonly used information without the need to run the full VL application. Click the VL Agent icon in the notification area to display the Agent (see Figure 9.5).

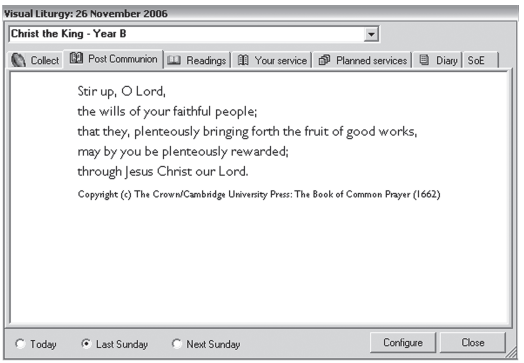

Figure 9.5 The VL Agent dialog box

1. Select the day you want to display information on by clicking the *Today*, *Last Sunday* or *Next Sunday* radio button.
2. Choose a *Calendar event* by clicking the arrow on the right-hand side of the list box to display a list of events (if there are more than one) for the selected date.
3. Click a tab to view the information you want for the day and *Calendar event* you have chosen.

Collect: Displays the Collect.

Post Communion: Displays the post Communion prayer.

Readings: Displays a list of readings.

Your service: Displays a service template of a service you choose (see the online help to learn how to configure the VL Agent).

Planned services: Displays a list of saved services.

Diary: Displays saved diary items.

You cannot edit the text in the VL Agent, however you can copy the text into another application. Right click in the text pane to display a shortcut menu and choose a copy option.

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